

COVID Protocols Checklist:

Coming to work IN THE OFFICE—

- ✓ Complete staff daily health screen here: <https://forms.gle/he1PhwwtmAsd2Cgz6>
- ✓ Wear a mask
- ✓ Sanitize hands upon entry to office

Face-to-face VISITS IN THE FIELD—

Before You Go...

- ✓ Review protocols with client & document
- ✓ Complete Health screening of client in Apricot
- ✓ Signed consent form on file or collect at visit
- ✓ Complete staff daily health screen if working remotely:
<https://forms.gle/he1PhwwtmAsd2Cgz6>
- ✓ Don't forget masks & sanitizer

After—

- ✓ Wash/sanitize hands
- ✓ Send consent to Daria
- ✓ Document visit ASAP within one week

IN-OFFICE VISITS—

Before the visit...

- ✓ Review protocols with client & document
- ✓ Schedule in Apricot at least 24 hours in advance
- ✓ Reserve conference room if needed
- ✓ Daria will do health screening at time of reminder call & document

At time of visit—

- ✓ Client should call upon arrival and wait in lobby/car
- ✓ Pay over phone when possible
- ✓ Use sanitizer upon entry to office
- ✓ Require mask
- ✓ Signed consent form on file

After—

- ✓ Disinfect touched surfaces in office/conference room
- ✓ Wash/sanitize hands
- ✓ Document visit ASAP within one week