**LLCS OFFICE SAFETY PRECAUTIONS IN EFFECT DURING A PUBLIC HEALTH EMERGENCY**

* Access to waiting areas will be according to the County, State and Federal Health agency recommendations
* Office seating in waiting room and in therapy/testing rooms is arranged to enforce required distancing
* LLCS staff will wear recommended PPE if requested by their client
* LLCS staff will maintain recommended safe distancing standards
* Restroom soap dispensers are maintained, and everyone is encouraged to wash their hands
* Hand sanitizer that contains at least 60% alcohol is available in the therapy/testing rooms, the waiting room and at the reception counter
* Appointments are scheduled at specific intervals to minimize the number of people meeting areas.
* Patients are asked to wait in their cars or outside until notified by their therapist to enter the waiting area
* Parents of child clients will prevent their children from wandering in the waiting area and will ensure their children wear PPE if waiting in the lobby.
* Credit card pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
* Physical contact is not permitted.
* Tissues and trash bins are easily accessed. Trash is disposed of regularly
* Common areas are thoroughly disinfected at the end of each day.
* LLCS staff and clients have a duty to report to one another if contact with anyone testing positive for PHE identified contagions occurs or is suspected.
* Clients arriving for an appointment displaying identified symptoms (or staff having strong suspicion of their illness exposure) will be required to immediately leave the office.
* LLCS will maintain the capacity to immediately transfer services to a telehealth compatible platform, should LLCS be required to cease in-person services during the PHE.