

Keeping All of Us Safe

While our focus is on Covid-19 right now, I want to make my office safe from common diseases like colds, flu, strep throat, stomach viruses, and the many other illnesses children can bring home to their parents or that any of us can pick up as we go through life. I don't want either of us to get sick or carry illness home to elders, children or family members with weakened immune systems. Even minor illnesses for you or me, can be more serious for others of all ages. Let's keep each other safe!

you Please re-schedule by email IF . . .
either of you, **your family members, or someone that you have been in close contact with**, have been diagnosed with a contagious disease, or have had any of the following symptoms within the last 14 days:

- The feeling that you “might be coming down with something”
- Coughing, sneezing or runny nose **
- Fever or chills
- Sore throat
- Loss of smell or taste
- Headache
- Nausea / vomiting / diarrhea
- Significant appetite loss
- More rapid breathing or feeling like you cannot get enough air
- Out of the ordinary exhaustion, body aches or muscle pains
- Purplish or reddish discoloring or rash, of toes, heels or hands, may swell, burn or itch
- *(not all of these are Covid-19 symptoms)*



TEST RESULTS: If you are waiting for Covid19 test results, please reschedule until you know for sure that you or your family member are negative.



** Sneezing, nasal stuffiness, needing to clear throat: I, like some of you have seasonal allergies. Sometimes I will start when I get out of my car to come into the office. Usually an allergy pill will take care of it, but sometimes something I think is allergies can end up being a cold. So the guideline I suggest is that if you have sneezing/stuffiness **that begins shortly before your appointment** and you have no other symptoms, come in. A facemask should take care of that if it is a cold.

Please contact your doctor to see if you need to be tested. Wait until you or loved one is symptom-free for 14 days before rescheduling.

There is no cancellation fee for illness
even if it is a last minute cancellation!

Try to give me as much notice as you can by email, but I understand that sometimes it can be last minute. (dawn@relationshipjourney.com OR email me through your Client Portal)

Your Visit

- **Wear a face mask / face covering. If you don't have one, I will give you one.**
- **Use hand sanitizer (located at all the building entrances)**

You can pay in advance in your Secure Client Area using Paypal (you can use your credit card and do NOT need a Paypal account). You can still pay with credit card at the session. Either you can swipe your card and tell me the last 4 digits or I will use hand sanitizer if I handle your card.

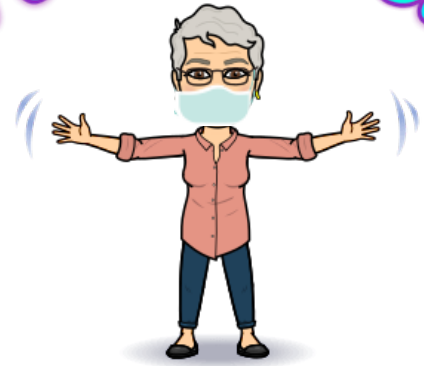


me

What I Will Be Doing to Help Keep Us Safe

- I will do everything I listed for YOU in the previous section -- rescheduling if I or people close to me are sick or if my allergies have been causing symptoms longer than just leaving my home or getting out of my car at the office.
- I will take my temperature before I come to the office.
- I will wear a face mask or face shield.
- I will move the chairs where clients usually sit further away from me, to make sure we have appropriate social distancing.
- Before and after each client, I will disinfect doorknobs, and other surfaces clients sometimes touch including, but not limited to: Kleenex boxes, hand sanitizer bottle, chairs, etc.
- Sad to say, I will not be shaking hands or hugging you during this time of coronavirus!
- I am limiting the number of clients I see each day.
- Video sessions with an encrypted, HIPAA compliant account on my end, will continue to be available as an option for you if you prefer not to come in, or for some reason cannot come in, but would still like a session. Email me to set it up: dawn@relationshipjourney.com OR email through the Client Portal.

AIR HUGS!



The Building



Emerson International, the owner of the office building, also takes the safety of its tenants and visitors very seriously. They too are taking extra measures to keep us all safe.

- Regularly sanitizing bathrooms, door handles and other parts of building.
- They plan to have hand sanitizing stations at entrances, but they have not arrived yet!
- Installed new filters and a pre-filter in each air-conditioning unit and cleaned coils. AC supply vents will be cleaned and sanitized every evening.

