



## Office Safety Precautions in Effect During the Pandemic

**The Reuter Center for Neuropsychology and Integrative Counseling is taking the following precautions to protect our patients and help slow the spread of the coronavirus.**

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- Office seating in the waiting room and in therapy/testing rooms has been arranged for appropriate physical distancing.
  - We and our staff wear masks, and we require all patients to wear masks also.
  - We maintain safe distancing.
  - Plexiglass desk dividers are used in all testing rooms.
  - Kitchen 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 and the waiting room.
  - HEPA air filters are running in testing rooms and lobby
  - We schedule appointments at specific intervals to limit the number of people in the waiting room. When possible, we schedule only one patient per day.
  - We ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
  - 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 on a frequent basis.
  - Common areas are thoroughly disinfected at the end of each day, with common touch points sanitized several times daily.
  - In lieu of live supervision of doctoral students/psychometricians during testing sessions, remote video monitoring will be utilized to ensure safe distance between supervisor and trainees, and to minimize the number of people in the room (Note: video monitoring data will *not* be recorded or saved in any way).

**In addition to our in-office protection policies, our building management company has the following policies in place for common areas:**

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- Common Area Cleaning: Every day and night, the following high-touch items in the common areas will be wiped down with a CDC-approved disinfectant:
    - o Doorknobs/handles/push-plates
    - o Handicap push buttons
    - o Elevator buttons/interior railings
    - o Lobby stair railings

- o Water fountains
- o Restrooms, including sinks, counters, soap dispensers, toilet seats, urinals, and faucets
- Tenant Suite Cleaning: Every day and night, the following high-touch items in the tenant suites (as applicable) will be wiped down with a CDC-approved disinfectant:
  - o Main entrance and exit door handles/push-plates
  - o Common area tables and counters (open areas)
  - o Common area sinks and faucets
  - o Reception area/lobby furniture hard surfaces
  - o Refrigerator and microwave exteriors
- Internal Air Quality: Our engineering team has inspected mechanical systems, increased ventilation rates, and extended HVAC hours and has installed air filters with higher MERV ratings.
- Hand Sanitizer Stations: When available (currently there are supply constraints), touchless hand sanitizer dispensers will be installed in various areas.
- Face Masks: We strongly recommend that everyone wear a mask in common areas of the property.
- Social Distancing: Social distancing by keeping at least 6 feet between yourself and others is highly encouraged in each suite and required in project common areas. Please avoid gathering in groups in such areas.
- Elevators/Stairwells: While our elevators remain operational, we encourage tenants to utilize the stairwells if possible.
- Restrooms: The restroom occupancy will NOT be limited to one (1) person at a time; however, please continue to practice physical distancing measures.
- Trash Cans in Restrooms: Trash cans have been placed near the restroom entrance doors so that tenants can use paper towels to open the door and then dispose of them in the trash can.
- Courtyard Furniture: Courtyard furniture will remain in place. It may be used at the tenants' discretion; however, please keep social distancing practices in mind.
- Management Team: The management team will observe social distancing guidelines.
- Work Orders: Whenever possible, property management personnel will be wearing Personal Protective Equipment (PPE) such as masks, gloves, etc., and will practice social distancing when working in tenant suites.