

# *Prestige Evaluation and Consulting Services, LLC*

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## **COVID-19 IN-OFFICE APPOINTMENT CLIENT INFORMED CONSENT AND WAIVER**

This document contains important information about the decision to resume in-person services in light of the public health crisis caused by COVID-19. Please read this agreement carefully and let your provider know if you have any questions.

### **DECISION TO MEET FACE TO FACE**

Thank you for your trust in our practice. **By signing this consent form you are agreeing to meet in person for all or some future sessions.** Given the benefits, and inherent risks, in conducting in-person services while COVID-19 remains an active contagion in our society, we wish to address the ways in which we are working to mitigate risk of infection at our offices. We strive to protect you and our staff via hygiene and infection control practices informed by the CDC, EPA, OSHA, WHO, and other guiding organizations. We also ask that you engage in infection control practices to contribute to the health and safety of in-person services, and that **you recognize that you are voluntarily choosing to seek in-person services with knowledge of the inherent risks of infection.** If there is a resurgence of the COVID-19 virus or if other health concerns arise, we may require postponement of in-person appointments for everyone's well-being.

### **SPECIAL CONSIDERATIONS FOR PSYCHOLOGICAL TESTING DURING COVID-19**

The close physical interaction required to conduct psychological testing makes the recommendation to keep six feet of physical distance between individuals impractical, if not impossible. For that reason, additional safety precautions will be put in place to minimize risk to both client and psychologists administering testing.

- Clients who are ill will be asked not to come into our offices. Staff members who show any symptoms of a contagious illness, or who have been in contact with those showing symptoms of COVID-19, or testing positive for COVID-19, will be required to stay home.
  - Clients and evaluators are both asked to wear masks, except during such test administration that requires speech to be visible, in which case masks may be temporarily removed.
  - Clients will be given a pencil to use throughout the evaluation that is theirs to keep.
  - A water bottle or snack can be brought to sustain energy during testing. Hand washing or sanitizing will be required before and after eating.
  - During Sessions: To minimize virus transmission in session, seating will be arranged to facilitate social distancing of at least six feet where possible (this may not be possible in the case of evaluations for Autism Spectrum Disorder); and each office and waiting room will be equipped with hand-sanitizer, sanitizing wipes, facial tissue, and trash cans for disposal.
  - Frequent Sanitizing: Common areas and equipment, such as doorknobs, will be sanitized throughout the day, offices will be sanitized between sessions, and therapy and testing materials (e.g.- chairs, tables, waiting room, toys, desks) will be sanitized between use, per CDC guidelines.
  - Scheduling: No more than two clients will be seen in clinic per day in an effort to minimize exposure and risk for all and to maintain a low traffic environment. We ask for your understanding and flexibility, as appointments may not be available as soon as desired for this reason.
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## **YOUR RESPONSIBILITY FOR PROTECTING YOURSELF AND OTHERS**

- **If you, a family member, or anyone that you have been in contact with in the past 14 days have had symptoms of COVID-19, including fever/chills, coughing, shortness of breath, muscle pain, and/or sore throat, OR tests positive for COVID-19, please do not plan to come into the office.** We ask that you take your/your child's temperature at home prior to coming into the office. Anyone with a temperature above normal are asked to reschedule your appointment.
- **Minimizing Crowding in Waiting Rooms:** Please come to appointments alone. In the case of young children, please have only one parent or family member accompany them to the office.
- **Masks:** Masks are required by all over the age of three and are to be worn covering the nose and mouth. This applies to all clients and family members who might accompany them to appointments. **Please keep masks on in the waiting rooms and all common areas.**
- **Hygiene:** You are encouraged to use bathrooms to wash hands upon arriving for your appointment, hand sanitizer will be available in all rooms, and we ask that clients refrain from touching faces, and maintain social distancing, where possible.

## **IDENTIFICATION AND NOTIFICATION OF EXPOSURE TO COVID-19**

Although we are making every reasonable effort to manage infection risk, and believe that most clients are doing the same, we recognize that some individuals with the virus remain asymptomatic and that there is no way to guarantee that those entering our offices will not be exposed to COVID-19. For public health protection, *we ask that any client who has been in our offices and subsequently experiences symptoms of COVID-19, or has been exposed to another person with symptoms of COVID-19, please **notify our office immediately** so that we can take any additional infection control measures and notify others who have been exposed.*

Should we learn that any staff member, client, or household member of anyone who has been in our office has symptoms of COVID-19 or tests positive for the COVID-19 virus, **we will notify all individuals who have been in our office in the same time frame of the potential that they may have been exposed.** Notifications will be provided to those who had been in our offices and may have come into close contact on the day that the infected individual was also in that office. We will not disclose names or the role of the person infected (e.g., client, janitorial staff, therapist) in an effort to protect confidentiality and privacy.

## **COVID-19 PROTOCOL COORDINATOR**

Ms. Shea Lewis, Scheduling Coordinator, is our COVID-19 Office Protocol Coordinator. She is the contact person to address any questions or concerns and can be reached at (214) 274-9386 or SLewis@prestige-ecs.com. Please contact Ms. Lewis immediately to report any exposure to or positive test of the COVID-19 virus.

## **DISCLAIMER**

We realize these changes might feel strange or uncomfortable, and that the COVID-19 virus situation may change in the coming months. We encourage you to speak with your clinician if you have difficulty adjusting to the new health practices.

As you elect to return to the office for in-person appointments, we have procedures in place to mitigate risk per recommended guidelines. However, as with the transmission of any communicable illness, you can still be exposed to COVID-19 at any time. By signing below, you agree to hold Prestige Evaluation and Consulting Services, LLC and all staff members harmless in the event that you, or anyone exposed by you, becomes ill with the COVID-19 virus.

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**Name of Client**

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**Date**

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**Signature of Client or Parent/Guardian**