



The Center for Relational and Family Therapy
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COVID-19 Exposure Control, Mitigation, and Recovery Plan

In order to protect your health, the following procedures are being implemented at this office to be followed by all clients and clinicians. To learn more about the guidelines being set forth by Governor Inslee in the state of Washington for office-based businesses, you may go to this link:

<https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf> and for non-urgent medical clinics (specialty clinics) here:

<https://www.governor.wa.gov/sites/default/files/20-24.1%20-%20COVID-19%20Non-Urgent%20Medical%20Procedures%20Ext%20.pdf>

PPE (Personal Protective Equipment) Utilization: All clinicians are required to wear face masks/cloth facial coverings. Clients are strongly encouraged to wear face masks/cloth facial coverings as well. Your clinician may require you to do so at their discretion. Disposable face masks are available at the office to use if you do not have your own cloth facial covering to wear.

On-Location Physical Distancing: Clients are now required to wait in their cars until the time of their appointment instead of in the waiting area. If a client has an additional person/people with them, they are also required to wait in the car instead of in the waiting area. Clients and clinicians will be seated at least 6 feet apart in session.

Hygiene: Clients are required to wash hands immediately upon arrival (either at the kitchen sink or downstairs bathroom sink). Clinicians will wash hands upon arrival at the office and in between each client appointment.

Symptom Monitoring: If clients have a thermometer at home, they are requested to take their temperature prior to their appointment to ensure they do not have a fever (temperature of 100.4°F or above). Clinicians will also take their temperature at home prior to arriving at the office each day. A clinic thermometer will be available and clients are required to take their temperature upon entering the clinic. When you arrive, clinicians will provide you the opportunity to take your own temperature. You



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can put on gloves, take your temperature using the clinic infrared thermometer and show clinicians the reading. You may also bring your own thermometer to take a reading in front of your clinician.

If clinicians experience any signs of illness (e.g., sore throat, fever, shortness of breath, loss of smell, etc.), or if they have had contact within 7 days of your appointment with someone who tested positive for COVID-19, please stay home and cancel your appointment. Clinicians will also cancel appointments if they experience signs of illness or learn that they were exposed to a case of COVID-19.

Incident Reporting: If you are experiencing COVID-19 symptoms, it is recommended that you get tested. Please call the Department of Health Assistance Hotline at 1-800-525-0127. If you as a client receive a positive test result for COVID-19, please notify your clinician so appropriate measures can be taken. If your clinician receives a positive test result for COVID-19, they will inform other clinicians and any of their clients who they had recent contact with within 24 hours of receiving the positive test result. Recent contact is defined as anyone who they saw in-person within 7 days before their symptoms developed.

Sanitation/Location Disinfection Procedures: After each client appointment, clinicians will disinfect fabric surfaces where the client was sitting and sanitize the front door handle to the building. At the end of each day, clinicians will sanitize all commonly touched surfaces (i.e., doorknobs, light switches, etc.). Clinicians will also sanitize throughout the day as needed. Signs are posted in the office encouraging decreased touching of doorknobs and other surfaces. Commonly touched items (such as magazines, cups, etc.) have been removed.

COVID-19 Safety Training: Clinicians have read information posted on the CDC (Centers for Disease Control and Prevention) website (www.cdc.gov) and agree to continue educating themselves about best practices and relevant information related to slowing the spread of COVID-19.

Exposure Response Procedures: Immediately upon learning of a positive COVID-19 test (either of a clinician or client testing positive), the office will be shut down for 48 hours. After 24 hours, a deep clean will be conducted of the space, in accordance with CDC recommendations. The office can re-open after this. Clients and/or clinicians who were in the office within 7 days of the infected person learning of their positive test



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result will be notified of exposure promptly and encouraged to self-isolate for 14 days and/or to get tested. Clinicians may be required to disclose client names and contact information to the Department of Health to assist with contact tracing.