

REOPENING PROTOCOLS

- All clients, regardless of returning in person or not, will need to sign the addendums to the treatment agreement. These are available on our website (www.beinspiredcounseling.com) under the Forms section. One is labeled: In Person and the other Telehealth. All clients are being asked to complete the Telehealth form in the event that you need a session via that means. In person clients will be asked to complete both. If you are typically a Telehealth client and will change in the future, you will need to complete the In Person form prior to that session.
- Protocols for office entry:
 - Location addresses:
 - Stoughton: 247 Washington Street – same parking lot as Amelia’s. The entry door is located between the lawyer and eye doctor’s offices.
 - Mansfield: 44 Wood Avenue – building 1. Unit 1A.
 - Clients will wait in their cars. A member of our team will call/text to let you know when you can come into the practice. If the primary caretaker is not the responsible party bringing the client to session, please either let your clinician know in advance (if possible) or call our main office (508-930-0154; press 3 for Stoughton and 4 for Mansfield – it is fine to leave a message). This will ensure that we have the correct number to contact when it is time to enter the building.
 - All parties must wear a mask.
 - Upon entry, please sanitize your hands at the station located directly to the right of the entry door. The staff member greeting you, will sanitize in front of you as well.
 - A member of our team will use our no-touch thermometer to take your temperature. If any member of your party presents with a temperature of 100° or higher, the entire party will be asked to leave.
 - If your clinician is not yet available, you will be able to sit socially-distanced in the waiting room.
 - When your clinician becomes available, she will sanitize in front of you.
 - Any parent/guardian/responsible adult that walks a client into the practice that is not needed for session will be asked to wait in the parking lot. Clients under 13 need someone to remain in the parking lot throughout the session. A member of our staff will walk any client under the age of 13 back to the parent/guardian/responsible adult.
- We will be sanitizing each office between clients. Please be patient if we are running a few minutes late; we promise to make up the time.
- Bathroom cleanliness:
 - Stoughton: As we share bathrooms with other companies on our floor, we have contracted with a cleaning company to ensure that the restrooms (as well as stairwell and hallway) are cleaned daily Monday-Saturday.
 - Mansfield: Our facilities are private and are cleaned by our team multiple times throughout the day.
- No food, drink, or toys can be brought into the practice. We have a water cooler in the waiting room. If you would like coffee, tea, or hot chocolate our staff can assist.

- Clients that have payments due for services are asked to pay at the time of service. As of now, most insurance companies are continuing to pay fully. We will let you know when this changes.
- If you are scheduled for an in person session and you or a member of your family are feeling ill or are experiencing COVID or other troubling health symptoms, please contact your clinician to change the appointment to Telehealth.
- We ask for your patience and cooperation during this unprecedented time. We reserve the right to alter these protocols as needed, and will continue to keep you informed.