



COVID-19 Business Policy & Procedures 2023

Harmony Harbor Counseling, LLC (HHC) is committed to protecting the health and safety of our staff and clients. The following policy and procedures outline the action steps HHC is actively taking to diminish the spread of COVID-19 in our workplace. It is important that each of us do our part by following these health precautions and respond reliably and clearly as we navigate public health concerns. Rest assured, HHC will always treat your private health and personal information with the strictest level of confidentiality as we work to provide a healthy and safe workplace for everyone.

With the fluidity of this situation and the introduction and/or revisions of additional federal, state, and local governmental guidelines, HHC's *COVID-19 Policy & Procedures* are subject to change and possibly change quickly. If or when changes occur, we will keep all staff updated and informed.

Current CDC Guidelines

The employee will follow the guidelines below to the best of their ability:

- Isolation relates to *behavior* after a confirmed infection. Quarantine refers to the *time* following exposure to the virus or close contact with someone known to have COVID-19.
- Employees with a positive test for COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a well-fitting mask when around others to minimize the risk of infecting people they encounter.
- For all those exposed, please test on day 5 after exposure. Symptoms may develop 2 to 14 days after exposure. If symptoms occur, the employee should take a test.
- CDC strongly encourages the COVID-19 vaccination as it has been shown to decrease the risk of severe disease, hospitalization, and death from COVID-19.

Employee Screening Procedures

- 1) The employee will self-screen and attest to the absence of COVID-19 related symptoms prior to entering the office each day. A touchless forehead thermometer will be available for use at the center.
- 2) If you have a fever at or above 100.4 degrees Fahrenheit or are experiencing other COVID-19 symptoms, please stay home or leave the office. In this case, working from home and using telehealth may be an option if the employee is feeling up to working.
- 3) The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.
- 4) Staff who experience a fever of 100.4 and/or respiratory symptoms should take a rapid COVID test. Tests will be provided by HHC as needed.

Client Screening Procedures

- 1) All clients will sign the HHC *COVID-19 In-Person Informed Consent Form 2023*.
- 2) Employees will follow, and ensure clients adhere to the outlined procedures in the HHC *COVID-19 In-Person Informed Consent Form 2023* signed by clients.



Internal Operating Procedures

The following guidelines are an overview of what is expected of all staff regarding protective measures.

- 1) Do not come to work if you are sick. Please stay home.
 - a. *Do not come to work if you have a fever, cough, or shortness of breath.*
 - b. *Report any known cases of COVID-19 that you may have been exposed to, to Dr. Stacy Louk Walker, owner of HHC.*
- 2) Wash your hands often with soap and water for at least 20 seconds.
 - a. *Use hand sanitizer if you are unable to use soap and water frequently. Hand sanitizer will be provided to you.*
 - b. *Wash hands immediately before and after using the restroom.*
- 3) If you use HHC dishes, glasses, or utensils, please put them in the dishwasher at the end of the day so that they may be washed.
- 4) HHC will have the office professionally cleaned once a week. In between those cleanings, staff will assist in using disinfectant spray and/or disinfectant wipes to clean the common areas frequently and as needed, with special attention to commonly used areas, items, handles, etc.
- 5) Do not share workspaces or equipment such as computers, phones, tablets, keyboards etc.
- 6) Air purifiers with the UV light feature will remain on in each occupied office and office area.
- 7) Employees may work from home and notify clients that they may resume telehealth sessions when able to provide care.
- 8) If coverage is needed, staff will notify Dr. Stacy Louk Walker and arrangements for coverage will be provided.

ACKNOWLEDGEMENT OF COVID-19 RETURN TO BUSINESS POLICY & PROCEDURES

Harmony Harbor Counseling is dedicated to ensuring the health, well-being, and safety of our workforce and as such has provided this **COVID-19 Business Policy & Procedures** to outline steps we are actively taking to mitigate the spread of coronavirus in our workplace. It is important that each of us do our part by adhering to these health precautions diligently and respond responsibly and transparently as we navigate this environment as a team. These guidelines may be updated regularly based on guidance from federal, state, and local government agencies, or subject to change at the company's discretion.