

## **Office Safety Precautions in Effect During the Pandemic**

The MSU Counseling Center is taking the following precautions to protect our clients and help slow the spread of COVID-19:

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- Office seating in the waiting room and in therapy rooms has been arranged for appropriate physical distancing.
- All staff wear masks in accordance with CDC guidelines for healthcare providers.
- All staff maintains safe distancing.
- Hand sanitizer that contains at least 60% alcohol is available in therapy rooms, the waiting room and at the reception counter.
- Face-to-face appointments will be scheduled at specific intervals to minimize the number of people in the waiting room at one time.
- We ask all clients to arrive no earlier than 5 minutes before their appointment times.
- High touch 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.