

Greetings Clients and Guests,

The staff of re:Vive are glad to welcome you back, and are working to maintain a safe and healthy environment for those who come to our office. In order to accomplish this, we ask that you adhere to the following:

- 1) If you or a member of your household is feeling ill (fever, cough, shortness of breath, chills, body aches, sore throat, loss of taste or smell, or any other symptoms of an illness), please reschedule or request an online appointment and do not come to the office.
- 2) When coming for an in-person appointment, please park in the rear of the building and text your counselor to let them know you have arrived. You can text your counselor directly at \_\_\_\_\_ . Wait in your vehicle or outside the building entrance for your counselor to come open the door for you.
- 3) Your counselor will open all doors to the building and in the suite for you, allowing you to have a “contactless interaction.”
- 4) When entering our suite, please use one squirt of the hand sanitizer provided just inside the door.
- 5) Masks and face coverings are welcome, but not required. Please communicate with your counselor if you wish for them to wear a mask.
- 6) When exiting our suite after your appointment, please allow your counselor to open the doors for you.
- 7) If you are accompanying someone to their appointment, please do not wait in our waiting room. The space is too small to ensure adequate social distancing. Instead, please plan to wait in your vehicle or in the lobby located at the front of our building near the restrooms.

Our staff will be working to clean and sanitize their offices after each client, and to regularly clean other surfaces throughout the suite.

We appreciate your compliance with these procedures. Please let your counselor know if you have any questions or concerns.

Sincerely,  
re:Vive Counseling, Consulting, and Training