*To my valued clients:*

Throughout COVID-19, I have been closed; however, as more restrictions are being lifted in Ontario, I have been gradually re-starting in-person appointments and group sessions.

Since community transmission of COVID-19 continues, as I re-open my office I will be closely following the guidance of Public Health authorities and the College of Psychotherapists of Ontario.

To protect clients and therapists and to help slow the spread of the coronavirus, we have implemented the following measures:

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What we are doing:

* Limiting the number of persons in group sessions (4 max for group sessions) and staggering appointments to reduce the number of people in the office
* Requiring all clients to wear masks when entering the building
* Arranging communal area to ensure that client and therapist are at least 2m (6ft) apart.
* Ensuring physical distancing throughout the appointment visit
* Providing alcohol-based hand sanitizers upon entry and exit
* Providing tissues and non-touch lined garbages
* Cleaning and disinfecting high-touch surfaces (e.g. pens, door handles, garbage bins, light switches, taps, furniture, etc.) and restrooms in between each appointment
* Gloves will also be available for use with communal property such as crayons, markers, scissors and all other art supplies

What we are asking our clients to do:

**PRIOR TO YOUR APPOINTMENT**

* If you have travelled outside of Ontario in the previous 14 days, have symptoms of COVID-19, or have been in close proximity of someone who has confirmed or suspected COVID-19, it is your responsibility to contact me to reschedule or change your in-person appointment or group session
* Bring your own beverage
* Unless you are unable to, please bring and wear your own mask

**ARRIVING AT YOUR APPOINTMENT**

* **It is expected that you do not arrive at my office if you have travelled outside of Ontario in the previous 14 days, have symptoms of COVID-19, or have been in close proximity of someone who has confirmed or suspected COVID-19**
* **Hand sanitizer will be available and required inside the door**
* **Wear your mask before entering the building.**

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**DURING YOUR APPOINTMENT**

* Maintain a distance of at least 2m (6ft) from your therapist and any other individuals.
* You may continue to wear or remove your mask at the beginning of your appointment. If you choose to wear a mask, your therapist will offer to wear one as well.

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Thank you for working with us to help stop the spread of COVID-19 and to keep all clients, therapists and their families safe.

Annmarie McGowan