

Dear patient of the Center for Psychotherapy and Psychoanalysis,

In our effort to maintain the health of our patients, staff, and community during the COVID-19 pandemic, the practitioners at the Center for Psychotherapy and Psychoanalysis have developed the following guidelines for in-office visits:

- **Most appointments will continue to be held by telephone or telemedicine.**

- **Should you and your health care provider decide that an in-office appointment is more appropriate, please adhere to the following six steps:**
 - 1) Do NOT enter the Center for Psychotherapy and Psychoanalysis if you have travelled internationally or if you have been exposed to someone with COVID-19 within the past two weeks. Instead, call your health care provider to arrange for an appointment by phone or telemedicine.
 - 2) Do NOT enter the Center for Psychotherapy and Psychoanalysis if you have, or have had in the two weeks prior to your appointment, any of the following symptoms:
 - Loss of smell or taste
 - Sore throat
 - Fever
 - Body aches
 - Cough
 - Shortness of breathInstead, call your health care provider to arrange for an appointment by phone or telemedicine.
 - 3) When you arrive for your appointment at the Center for Psychotherapy and Psychoanalysis, wait in your vehicle or outside until your appointment time. Your provider will contact you via your mobile phone when they are ready for your appointment and will instruct you on whether to meet at the parking lot entrance or at your provider's suite. We ask that you do not bring additional people with you into the building (with the exceptions of patients requiring assistance to enter the building or individuals attending the session. Please discuss these circumstances with your clinician prior to entering the building.)
 - 4) Please bring a mask. You will be asked to wear your mask once in the building. If you do not have a mask, let your provider know and you will be met at the door with a mask for one-time use.
 - 5) Upon entering the building, hand sanitizer will be available for use on your hands.
 - 6) We will adhere to social distancing recommendations while in the building.

Some of these steps may be subject to change as CDC and State of Ohio recommendations evolve. We are committed to maintaining a clean and safe environment for our patients and will be sanitizing surfaces regularly. Thank you for your understanding and for your efforts to help maintain the health of all our patients, staff, and community.

Respectfully,

The practitioners at the Center for Psychotherapy and Psychoanalysis