## Marivic R. Dizon, PhD, PSY 22893

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Dear Clients, Parents, and Families:

The COVID-19 situation continues to evolve. I am implementing the following policies and procedures with the return to in-person therapy sessions. I will continue to monitor the status of the COVID-19 virus and its impact, and adjust plans accordingly, as guidance is shared from federal and state authorities. With that in mind, here are the most recent guidelines, I will be following. If you have questions or concerns, please let me know.

**Arrival:** In order to maintain social distance and prevent congestion in the waiting room, please arrive at the waiting room, right before the appointment time, and I will come out to greet you. Parents, please return to the waiting room, 45 minutes after the appointment begins, unless other arrangements were discussed, and I will greet you in the waiting room. Thank you for your cooperation with this, as this also allows me sufficient time to sanitize the space between clients.

**Telehealth:** Telehealth sessions are available as an alternative to in-person sessions.

**Mask-wearing:** Anyone visiting the office should wear a mask. I keep a supply of disposable masks on hand in case a client or family member needs one.

**Handwashing/Sanitizing:** Hand sanitizer is available in the office- please use this or wash your hands in the restroom down the hall (available on 1<sup>st</sup> & 2<sup>nd</sup> floor)

Sanitizing Office: I will sanitize frequently touched surfaces and objects between sessions.

**Social Distancing:** We will practice social distancing in the office, to the extent possible.

**Ventilation:** The office has an air purifier as well as windows.

**COVID-19 Procedure:** If you have COVID-19 symptoms such as dry cough, fever or shortness of breath, please reschedule your appointment by calling 650-204-7862 or request a telehealth appointment. I will also notify you and reschedule or shift to a telehealth appointment.

We will both notify each other if we have been exposed to COVID-19 and/or tested positive for COVID-19, and can then follow CDC guidelines.

Regards,

Marívic R. Dizon