

CCYR CLIENT APPOINTMENTS “COVID INTAKE PROCESS”

Call to schedule an In-Person appointment 256-837-2373, press 2 for CLOTHING APPOINTMENTS & FURNITURE REQUESTS.

Monday – Friday beginning May 4 – October 30, 2020
(Based upon April 30th guidelines by State & City officials)

8am – 11am: 3 Adult-Only appointments (no children)

12pm – 2pm: 3 Family appointments (Adults and Children)

*NOTE: All clients should be fever free for at least 14 days prior to CCYR Intake Appointment.

CLIENT INTAKE PROCESS:

SUITE P – Client Intake (Client 1)

SUITE Q – Client Waiting area (Client 2 & 3)

1. Client(s) enters Suite P
2. Client(s) will be asked to wash hands, using our two bathrooms, before beginning intake.
3. Client(s) will sit in the “Interview” chairs to complete intake.
4. Client(s) will be asked to sign all forms using disinfected pens. (similar to HSV Hospital – Cup for “CLEAN” pens, and Cup for “DIRTY” pens.)
5. Client(s) will be escorted to Clothing Area for selections.
6. After client(s) exits Suite P, CCYR Staff will disinfect all Interview chairs, door handles, and other “touched” surfaces.
7. SUITE Q – Next Client(s) waiting will be escorted, outside, from Suite Q to Suite P.