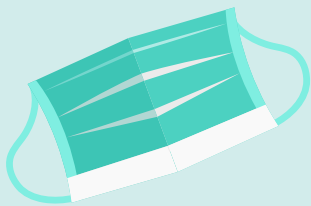


# Health & Safety Procedures for Staff and Clients



KITM therapists will be available two days per week in-office and the remaining days will be remote work. Specific days and times your therapist will be available for sessions will be noted in the Acuity scheduling system or you can call the office at 314-909-9922 for more details.



All employees and clients will be required to mask at all times, while on the Agency premise. No one will be permitted to enter the building without a mask. If you do not have a mask, one will be provided to you.

When you arrive for your appointment, please call 314-909-9922 to notify the office and the therapist will meet you at the door to escort you in. The Lobby will remain closed. Parents waiting for their children will be asked to stay in their car.



Enhanced cleaning protocols, following the CDC guidelines, will be done throughout the day and room will be cleaned and disinfected after each client session. Hand sanitizing stations will also be located throughout the building for your convenience.

We ask that staff and clients follow social distancing guidelines of 6 feet apart. Markings will be on the floor to ensure guest and staff interact at a safe distance. The therapist will determine which of their child clients will be able to follow social distancing guidelines (6 feet apart).



A visual display and unique routing for the office will be in place, making traffic flow safe.

Staff and Clients who are not feeling well are asked to stay home to help reduce the spread of infection. Symptoms of COVID-19 include cough, shortness of breath, and difficulty breathing. Additionally, people may have COVID-19 if they exhibit at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

