

Wendy Iglehart, LCPC, LLC  
10 Warren Road, Suite 120  
Cockeysville, MD 21030  
443-824-0222

## **Office Safety Precautions in Effect during Pandemic**

I, Wendy Iglehart, LCPC, am taking the following precautions to protect you, the patient(s), and to help slow the spread of COVID-19:

- 1) Seating in the waiting room is temporarily prohibited.
- 2) Office seating has been arranged for appropriate social physical distancing.
- 3) I will wear a mask and maintain safe distancing.
- 4) Restroom soap dispenser is maintained, and everyone is required to wash their hands.
- 5) Hand sanitizer is available in the office and waiting area.
- 6) Appointments are scheduled at specific intervals to minimize the number of people in the suite.
- 7) I ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
- 8) Credit cards, pens, and other areas that are commonly touched are thoroughly sanitized after each use.
- 9) Physical contact (such as shaking hands) is prohibited.
- 10) Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- 11) Common areas are thoroughly disinfected at the end of each day.