

## **Office Safety Precautions in Effect During the Pandemic**

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I am taking the following precautions to protect patients and help slow the spread of COVID-19.

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- Face-to-face services are carried out only for parts of the testing protocol that cannot be carried out through telehealth, namely hands-on activities such as those that require use of paper and pencil. Without these face-to-face activities, I am unable to answer questions about learning and appropriate educational support plans.
- High touch surfaces are disinfected as soon as I come to the office and before I leave for the day.
- You wear masks, as do I.
- I take measures to increase my office ventilation, whenever possible, for example by keeping the door to my office balcony open.
- I use a Honeywell true HEPA filter air purifier, which is designed for the size of my office.
- We maintain physical distancing, except for brief moments for exchanging test materials, and do not make physical contact. Our seats are spaced 6 feet apart.
- I schedule face-to-face meetings when no other staff or patients are in the office.
- I do not schedule face-to-face meetings more frequently than every three days.
- Whenever possible, I provide services via telehealth. For testing, I have developed a protocol to substantially reduce needed face-to-face time.
- I have an acrylic barrier between myself and my patient.
- Instead of using physical testing booklets, I present that material electronically via a second monitor positioned close to the patient, which I control remotely via a computer sitting in front of me. This allows me to avoid having to get close to you to flip booklet pages.
- I use gloves, which I change frequently, when exchanging test materials.
- I have developed a testing protocol that limits the exchange of testing materials. For example, we complete all subtests that require a response booklet and pencil instead of handing the booklet back and forth multiple times.
- Restroom soap dispensers are maintained, and everyone is encouraged to wash their hands.

- I ask all patients to arrive no more than 5 minutes ahead of the scheduled appointment time.
- Pens, shared test materials, and other areas that are commonly touched are thoroughly sanitized after each use.
- Trash bins are easily accessed and emptied on a frequent basis.

These procedures are subject to change according to the state of the pandemic as well as advances in our knowledge of how to reduce risk.