

# COVID-19 Policy

Dr. Sunseth and everyone in the office are required to follow all of the Ministry of Health/Public and College of Psychologists of Ontario COVID-19 regulations and precautions. Services can be provided via Telehealth either by phone or via a secure and PHIPPA compliant web based platform (Adracare). Should you need to be seen in-person in the office, you will be required to complete a COVID-19 Self-Assessment prior to each visit, to agree to the necessary protocols and contact tracing record keeping, and to review all of the risks and benefits of coming in to the office in person versus accessing services via Telehealth.

## Informed Consent for In-Person Services During COVID-19 Public Health Crisis

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This document contains important information about our decision (clients and health care providers) to resume in-person services in light of the COVID-19 public health crisis. Please read this carefully and let the office and Psychologist know if you have any questions. When you sign this document, it will be an official agreement between us.

## Our Commitment to Minimize Exposure

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Our practice has taken steps to reduce the risk of spreading the coronavirus within the office and we have posted our efforts in the office. Please let me know if you have questions about these efforts.

## Office Safety Precautions in Effect During the Pandemic

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The office is taking the following precautions to protect our patients and help slow the spread of COVID19

- Office seating in the waiting room and in therapy/testing rooms has been arranged for appropriate physical distancing.
- Staff in all practices in the building and I wear masks.
- All staff maintains safe distancing.
- Restroom and soap dispensers are maintained and everyone is encouraged to wash their hands.
- Hand sanitizer that contains at least 60% alcohol is available in the therapy/testing rooms, the waiting room and at the reception counter.
- Restrooms and common areas are cleaned according to Public Health guidelines.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- We ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times. The therapist or office admin will greet you and open all doors on your way in to the office and testing/appointment rooms.
- Office supplies, pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- Common areas are thoroughly disinfected at the end of each day.

## COVID-19 Policy (continued)

### Risks of Opting for In-Person Services

You understand that by coming to the office, you are assuming the risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service.

### Decision to Meet Face-to-Face

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We have agreed to meet in person for some or all future sessions. If there is a resurgence of the pandemic or if other health concerns arise, however, I may require that we meet via telehealth (phone or virtual visits). If you have concerns about meeting through telehealth, we will talk about it first and try to address any issues. You understand that, if I believe it is necessary, I may determine that we return to telehealth (or suspend assessment if necessary) for everyone's well-being.

If you decide at any time that you would feel safer staying with, or returning to, telehealth services, I will respect that decision, as long as it is feasible and clinically appropriate. Reimbursement for telehealth services, however, is also determined by the insurance companies and applicable law, so that is an issue we may also need to discuss.

### If You or I Are Sick

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You understand that I am committed to keeping you, me, all clinic staff and all of our families safe from the spread of this virus. If you show up for an appointment and any provider or staff believe that you have a fever or other symptoms, or believe you have been exposed, I may have to ask you to leave the office immediately. We can follow up with services by telehealth as appropriate.

If any of the health care providers or staff at the clinic test positive for the coronavirus, I will notify you and all clients immediately so that you can also take appropriate precautions. The office will keep a record of dates/times each person is in the office under Provincial Guidelines in the case that any need for contact tracing may arise. These records will be confidential and provided only to public health with date/time/name and contact phone or email if required by Public Health officials.

### Your Confidentiality in the Case of Infection

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If you have tested positive for the coronavirus, I may be required to notify local health authorities that you have been in the office. If I have to report this, I will only provide the minimum information necessary for their data collection and will not go into any details about the reason(s) for our visits. By signing this form, you are agreeing that I may do so without an additional signed release.

## COVID-19 Policy (continued)

### Your Responsibility to Minimize Your Exposure

To obtain services in person, you agree to take certain precautions which will help keep everyone (you, providers, and our families, staff and other patients) safer from exposure, sickness and possible death. If you do not adhere to these safeguards, it may result in our starting / returning to a telehealth arrangement. Initial each to indicate that you understand and agree to these actions:

		Patient Initials
1	You will only keep your in-person appointment if you are symptom free.	
2	You will wait in your car or outside until no earlier than 5 minutes before our appointment time. Dr. Sunseth's clients will be called in at their appointment time and/or when the office is ready to avoid congestion inside.	
3	You will wash your hands with soap and water and/or use alcohol-based hand sanitizer when you enter the building.	
4	You will adhere to the safe distancing precautions we have set up in the waiting room and testing/therapy room. For example, you won't move chairs or sit where we have signs asking you not to sit.	
5	You will wear a mask in all public areas of the office (office providers and staff will too).	
6	You will keep a distance of 6 feet and there will be no physical contact (e.g. no shaking hands) with any staff or providers.	
7	You will try not to touch your face or eyes with your hands. If you do, you will immediately wash or sanitize your hands.	
8	If you are bringing your child, you will make sure that your child follows all of these sanitation and distancing protocols.	
9	You will take steps between appointments to minimize your exposure to COVID.	
10	If you have a job that exposes you to other people who are infected, you will immediately let office staff and providers know.	
11	If a resident of your home tests positive for the infection, you will immediately let office staff and all health care providers you are in contact with know and we will then begin/resume treatment via telehealth (phone or Adracare) .	

**NOTE:** I may change the above precautions if additional local, provincial or federal orders or guidelines are published. If that happens, we will talk about any necessary changes.

## COVID-19 Policy (continued)

### Informed Consent

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This agreement supplements the general informed consent/business agreement that we agreed to at the start of our work together.

Your signature below shows that you agree to these terms and conditions.

Name of Patient: \_\_\_\_\_

Signature of Patient: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Kim Sunseth, Ph.D., C.Psych.  
Registered Psychologist (CPO # 3660)