

Beginning June 1st, we're giving staff approval to provide direct services with the following guidelines:

- Prior to direct face to face services, all participants (staff and clients) **MUST** be symptom free of Covid19 for fourteen days. Symptoms include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever of 100.4 or higher
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- Staff are responsible for calling clients prior to direct services to inquire about their health and if they have symptoms. Staff will ask specifically if the client(s) have the above symptoms, and if so the service will be postponed.
- Prior, during, and at the conclusion of services, staff and clients will wash their hands.
- During direct services, Phoenix staff will wear a mask at all times.
- During direct services, clients will wear a mask at all times. If the client does not have a mask, a disposable paper mask will be provided to them.
- During direct services, children 8 years and older will wear a mask at all times. Children younger than 8 should wear a mask, however, we understand younger children may find it difficult to maintain wearing a mask. If a child does not have a mask, one will be provided to them.
- If a Phoenix staff member has a client enter their vehicle for transportation services, the staff are required to clean and sanitize their vehicle between transportations. Staff are also encouraged to have clients remain in the back seat of their vehicle.
- Staff transporting clients with belongings should encourage clients to keep their belongings in the trunk of a car in a plastic bin. This bin will be sanitized after each use and before the next client enters the vehicle.
- Direct services should be provided solely to those court ordered to participate in services. For example, if a biological Mom is court ordered to have visitation with their children, the grandparents may not attend. The fewer individuals participating and interacting together the better.
- When able, direct services are best held at the Phoenix office or in open air spaces like parks. Phoenix staff should avoid places like McDonalds until further instructed.
- ALL staff and visitors who enter the Phoenix office will have their temperature checked by an infrared thermometer. If someone at the office is identified as having a temperature, they will not be permitted to enter the office.
- Phoenix staff are encouraged if possible to use the client's car seat instead of the staff car seat. Phoenix should address the need to use the client's car seat with the foster parent well before the visitation or transportation.

- If a staff member discovers they have interacted or come in contact with someone who has tested positive for Covid19, they are REQUIRED to immediately report the issue to Debbie Stewart, Allison Pressley, and/or Elizabeth Reaves AND are REQUIRED to self-quarantine for 14 days.
- Unless otherwise court ordered, supervised visitations should consist of fewer than 10 people.
- Staff should have on hand disposable masks, gloves, sanitizing wipes, and hand sanitizer. If staff are unable to secure these items on their own, these supplies are made available at the office.

With these guidelines, we're hopeful that our clients and our staff can remain healthy and safe.

Elizabeth Reaves, LPC
Executive Director
Co-Founder
Phoenix Resource Center, Inc.

