



Core Communication Center

Pediatric and Adult Speech Therapy

Core Communication Center Re-opening Logistics Plan

Dear Families -

We are currently in the process of examining our re-opening timelines and policies to ensure the safety of both our patients and staff as we resume office based speech therapy services. We will be planning on doing a staggered re-opening beginning on August, 1, 2020 and the health and safety of our families is priority.

We have greatly appreciated the support throughout the COVID-19 period as we initially transitioned to a teletherapy service delivery model which has allowed our patients to continue to receive services during this period. We are fully aware there is another transition on the horizon as we return to a new normal. As we see it, this is hopefully the home stretch and we want to make it as successful as possible. It is hoped that this summary will be informative and provide clear guidelines regarding the upcoming expectations that have been placed upon us in order to resume operations. Thank you for your support and understanding.

Adapted from "Mandatory Safety Standards for Workplaces - Massachusetts"; 05/11/20

Hygiene Protocols	A facial mask is required by everyone on the premise. This includes all employees and all patients/families; age 2 years and older.
	All patients (and anyone entering the building accompanying the child) will be required to wash hands as they enter the building.
Social Distancing	All persons, including employees, patients/families, and vendors should remain at least six (6) feet apart to the greatest extent possible, both inside and outside workplaces. Signage is in place in the office and the waiting room is clearly defined.

Misc:

1. Scheduling – please arrive 5 minutes prior to your appointment to engage in hand washing procedures. Please do not arrive earlier than this, which will limit the amount of people within the building at one time.
2. Unfortunately there will no longer be shared toys within the waiting room.
3. Personal belongings: Please limit what is taken into the office. You are allowed to bring in your keys, cell phone and method of payment. Please avoid bringing in purses, toys and other items. Food and/or drinks are not allowed.
4. We prefer to receive contactless payment via Venmo or Credit Card when possible.
5. Only one parent per patient is allowed to observe therapy sessions.
 - a. Please wait in your car or the waiting room if you are not observing your child’s session.
 - b. Please limit parent/guardian/siblings/ABA staff workers that will be within the office during speech therapy sessions.

As a reminder: if you or anyone in close contact does not feel well, we insist you reschedule your appointment. Please self screen for fevers and any symptomology prior to each therapy session. *If a child, parent or siblings arrive with illness symptoms, or if anyone in your immediate household is displaying signs or symptoms of illness, or have tested positive for COVID-19 in the last two weeks (14 days) you will be asked to leave and reschedule.

I agree to follow all requirements described above in order to resume in office speech therapy sessions. Furthermore, I understand that by signing below, I accept the risks associated with face to face interactions as outlined by the CDC and Mass Dept. of Public Health. I acknowledge that Core Communication Center has offered teletherapy services through insurance coverage periods, but I have chosen to accept in person sessions.

Kimberly Porter, MS, CCC-SLP

Thank you;
Kimberly Porter, MS, CCC-SLP

Date: _____

Patient’s Name: _____

Parent’s Name: _____

Signature: _____