



“PHASE ONE” RE-OPENING

We are looking forward to being able to welcome clients in our offices once again beginning June 1st in accordance with the start of “Phase One” of the Governor’s plan to reopen businesses in the Commonwealth. Please find below an overview of new policies and procedures we are instituting to ensure the health and safety of our staff and visitors.

1. A limited number of clients will be allowed to enter the office at one time.
2. We are spacing out appointments as much as possible. To keep clients and appointments spaced out, we may call or text you and request to adjust your appointment time slightly. We will do our best to accommodate everyone! Thank you for your understanding.
3. Please arrive at you’re appointment **alone**, we CANNOT accommodate extra guests or children, as our waiting area is not available for this use.
4. Please do not arrive more than 5 minutes before your appointment, and please call before you come in if you are earlier or running behind.
5. We will maintain 6 foot distance when you come in for your appointment. At this time, we will not be shaking hands. We encourage all clients to wash their hands before entering for their appointment and using the hand sanitizer upon arrival.
6. We ask that you are mindful of maintaining an appropriate amount of space between you and others in and around the office.
7. Our Bathroom will be **closed** to visitors and will only be available for limited emergency use.
8. Signage upon entering will be posted stating that no one with a fever or symptoms of COVID-19, or known exposure to COVID-19 case in the prior 14 days, is permitted in the office.

Our staff may be wearing face coverings to keep them-selves and you safe, and we will not be offended in you choose to wear one and we encourage you to do so. Additionally, we have instituted heightened disinfection and cleaning of our common areas, points of sale, and common touch points, in accordance with the CDC guidelines. You will also notice a hand sanitizing station upon entry for your convenience.

We are closely monitoring all of our employees. Any employee that displays any symptoms of illness cannot come to work. We will minimally use our waiting area, and have removed any unnecessary items from the space. Facial tissues will be placed upon entering and throughout the space, along with hand sanitizer as stated. We have a cleaning schedule for the common areas that we will adhere to before opening, between each client and after closing.

Thank you so much for your patience and kindness during this while we work through all the details. We are grateful for all of you!