

In attendance: Kristin, Phillip, KC, Amar, Liz, Kerry, Erica

Agenda:

- 1) Google Meeting Reminders:
  - a) Remind everyone to mute themselves unless they are speaking
- 2) Check-in's
  - a) How is everyone doing?
- 3) Covid-19 Office Plan
  - a) Where we are at RWC:
    - i) SHARE RIVERSTONE POLICY DOCUMENT - Emailed prior to meeting
    - ii) We will not have the offices cleaned throughout May - We will discuss cleaning options with our cleaning company (how often, what is cleaned, how, etc.)
    - iii) Coffee Machine and cups removed from 4070 to the kitchen
    - iv) Cups and coffee supplies removed from 4068 to the kitchen
    - v) Signs will be posted on water machines
    - vi) Clinicians are to call/text clients when they are ready for them to enter the building. Clients are asked to remain in the car until time for the session.
      - (1) Clinicians will meet clients at the door and open the door so clients do not touch the keypad.
      - (2) Clinicians should also escort clients out of the waiting area so clients do not touch the doorknob
    - vii) Others?
      - (1) Ongoing conversation for Phase 2 - We will not enter Phase 2 until we have a viable supply chain for cleaning products (and/or NC is in Phase 3)
        - (a) We have been advised to expect opening and reclosing in waves for the next 12-18 months
- 4) Caseloads - Is anyone NOT taking clients?
  - a) Liz is full
  - b) KC has a waitlist
- 5) Marketing Ideas
  - a) Google Directory - We are now in the Google Directory
  - b) COVID-19 Online Group - Starting early/mid June (TBD)
  - c) May 27th @ Christ Church - RWC info shared with 500-700 people
  - d) Updated website - cleaned up mobile and slight changes by IT guy
  - e) Adam is investigating having RWC listed on LCSW and PsyD Boards for Telehealth
- 6) TeleHealth updates (who is where) - If in the office, seeing clients or telehealth?
  - a) KC
  - b) Liz
  - c) Amar
- 7) How often to meet and what day? (weekly, bi-weekly, monthly?)

- a) Possible once a month on Sunday and once on a different day
  - 8) Any other business questions?
  - 9) Self-care
  - 10) Staffing Cases?
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