

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

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) NC Phase 1 Plan
 - i) Stay At Home order remains in place, people can leave home for commercial activity
 - ii) Those retailers and services will need to implement social distancing, cleaning and other protocols
 - iii) Gatherings limited to no more than 10 people
 - iv) Parks can open subject to gathering limits
 - v) Face coverings recommended in public
 - vi) Restrictions remain in place for nursing homes and other congregate living settings
 - vii) Encourage continued teleworking
 - b) Where we are at RWC:
 - i) We will not have the offices clean throughout May
 - ii) No clients to use the Coffee/Water Machines - We will put a sign on them, but we cannot have them cleaned properly at this time.
 - iii) 4070 Coffee machine and supplies will be moved to the kitchen for RWC use only (not for client use)
 - iv) Encourage clients to not come into RWC until time for their session (wait in car) to model and prepare clients for Phase 1 and Phase 2 in the future
 - v) Others?
 - (1) Ongoing conversation for Phase 2 -
 - (a) Masks,
 - (b) Cleaning procedures,
 - (c) Cleaning supplies,
 - (d) Bathrooms
 - (i) Cleaning
 - (ii) Paper towel dispensers
 - (iii) Soap dispensers,
 - (e) Waiting area seating,
 - (f) Keypad cleaning / usage
 - (g) Others?
- 4) Caseloads - Is anyone NOT taking clients?
 - a) Increase in calls to RWC - Multiple referrals this week
 - i) Elise will for fit
 - ii) Amar will take clients
 - iii) Erica will take clients

- iv) Kerry “could use a few”
 - 5) Marketing Ideas
 - a) Google Directory - Phillip is working on having RWC added to Google Directory to direct more searches to find RWC
 - b) Potential COVID-19 Online Group - Elizabeth may begin an online support group for COVID anxiety. We hope this may generate referrals to other RWC Clinicians.
 - 6) TeleHealth or Office updates (who is where) - If in the office, seeing clients or telehealth?
 - a) Amar (just telehealth)
 - b) Liz (1 client, 1 x / week)
 - 7) Any other business questions?
 - a) SP autopay - Discussion of this feature. It appears that noone is using autopay.
 - b) Insurance billing updates (BCBS)
 - 8) Self-care
 - 9) Staffing Cases?
 - a) Discuss play therapy via telehealth
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