

In attendance: Kristin, Phillip, Emily, Elizabeth, Adam, Amar, Anna, Kerry

Agenda:

- 1) Google Meeting Reminders:
- 2) Check-in's
 - a) We spent time hearing how everyone is doing.
- 3) Covid-19 Office Plan
 - a) Where we are at RWC:
 - i) RIVERSTONE COVID POLICY DOCUMENT - Did everyone get a chance to review the policy? Any questions?
 - ii) Cleaning - Currently working with cleaning company to renegotiate cleaning rotation
 - (1) Who plans to be in the office and when?
 - (a) Anna plans to be in the office by the end of June (Monday, June 22 or the following to see clients)
 - (b) Emily will be there on Friday, starting next week (1 client and others telehealth)
 - (c) Amar plans to go to the office 2 days per week for telehealth
 - iii) Coffee Machine and cups removed from 4070 to the kitchen / Cups and coffee supplies removed from 4068 to the kitchen
 - (1) Signs posted asking clients to request beverages from clinicians
 - (2) Please ask clients to refrain from bringing in personal cups, bottles, etc.
 - iv) Signs will be posted on water machines -
 - (1) Only disposable cups are to be used for water
 - (2) Clinicians can get water for clients at client's request
 - v) 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
 - vi) Others?
 - (1) Ongoing conversation for Phase 2 -
 - (a) Bathrooms - Cost to upgrade to automatic and provide more safety ~\$1500
- 4) Caseloads - Is anyone NOT taking clients? Calls have started to increase,
 - a) Emily is full
- 5) Marketing Ideas
 - a) COVID-19 Online Group - Starting early/mid June (TBD)
 - i) Edited Update: This group has been cancelled.
 - b) May 27th @ Christ Church -

- i) Phillip and Kristin presented to 20-25 people via zoom. The presentation was recorded for the church's Sound Cloud account and emailed to up to 700 email addresses.
 - 6) TeleHealth updates (who is where) - If in the office, seeing clients or telehealth?
 - a) More clinicians are beginning to use the office for telehealth.
 - 7) Any other business questions?
 - 8) Self-care
 - 9) Staffing Cases?
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