



Waiver of Liability:

- All clients and parents (if the client is under 18 years old) must sign a waiver of Liability to enter our office prior to the appointment. This can be emailed back to the office at info@madraigosmidwest.org

Face Covering:

- All staff and clients are required to wear face coverings; they may choose to bring their own or if forgotten, they will be provided by Madraigos Midwest.
- Staff and clients are encouraged to bring an extra face covering in case one becomes soiled during the day.
- Discard disposable masks in the trash.
- When applying or removing face cover:
 - perform hand washing
 - hold ties or elastics
 - avoid touching face or the front of the face covering

Handwashing:

- All clients and staff must hand wash or hand sanitize upon entering the office.
- Perform hand washing frequently, especially after eating, touching a common surface, using the restroom, touching your mask, coughing, sneezing, or directly interacting with a client or staff member.

- Bathroom #3 is the designated Hand Washing Bathroom and our public restroom.
- Hand washing can be performed by washing hands or using hand sanitizer. Washing hands is preferred but hand sanitizer can be used when soap and water are not available.
- To use hand sanitizer correctly, rub all surfaces of hands for 20 seconds. Let hands air dry completely.

Medical Screening:

- When staff and clients arrive at Madraigos Midwest, they will be screened for temperature and symptoms of COVID-19. Screeners will also ensure everyone is wearing a face covering.
- Staff and clients who do not pass the screening will be asked to return home.

Cleaning:

- Our professional cleaning service will be disinfecting our offices every evening. Professional cleaners will clean and disinfect frequently touched hard surfaces.
- Each office, reception area, and larger room will have its own supply of cleaning materials which will include disinfectant spray, paper towels, hand sanitizer, Cleaning gloves for staff to clean and disinfect their work areas.