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## COVID-19 Guidelines

**In an effort to prevent spreading infection to our clients, volunteers, and staff, we have implemented the following to limit unnecessary exposures:**

- A. Clean and sanitize surfaces at a minimum of before and after each mediation.
- B. **WASH YOUR HANDS**, especially after touching any frequently used items or surfaces. Avoid touching your face.
- C. Hand Sanitizer is available in the front lobby. Please feel free to use it, especially prior to eating and drinking.
- D. Staff and Mediators showing COVID-19 symptoms will be asked to leave the premises and self-quarantine.
- E. Participants and Attorneys in a mediation who exhibit COVID-19 symptoms will also be asked to leave the premises.

**We have a few questions to keep everyone safe:**

- Have you traveled to/from a foreign country (Level 3 Travel Health Notice) within the last 14 days?
- Have you had contact with anyone who has traveled to/from a foreign country (Level 3 Travel Health Notice) within the last 14 days?
- Have you had contact with anyone that has confirmed positive for COVID-19 in the last 14 days?
- Have you experienced coughing, fever, or difficulty breathing within the last 14 days?
- Are you currently experiencing a cough, fever, or difficulty breathing?

If “Yes” to any of the above, we will be glad to reschedule your mediation. We can also offer a mediation telephonically or through the internet via Zoom/Skype.

**I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION ABOVE IS TRUE AND CORRECT. I ALSO CERTIFY THAT I HAVE READ AND I AGREE TO CONFORM TO THE STANDARDS OF HEALTH SAFETY AS ASSIGNED TO ME BY THE CENTRAL TEXAS DISPUTE RESOLUTION CENTER (CTDRC).**

*Printed Name*

*Date* Click or tap to enter a date.

*Signed*

*(Typing your name here represents a legal signature.)*