

Summit Psychological Services Office Safety
Precautions During COVID-19 Montclair Office Effective
July 1st, 2020

The building owners at 94 Valley Road have reported that they have taken the following steps to prepare the building and protect ourselves and our clients:

1. Lobby Areas – eliminated lobby seating areas to discourage patients from waiting in the common areas. (Removed chairs and magazines from the areas)
2. Installed sanitizer dispensers by the front and back entry doors and outside the bathrooms.
3. Posted signs on the entrance doors and in the common areas directing patients to use hand sanitizers and wash their hands.
4. Posted signs on both front and back doors requiring face masks/coverings in order to enter the building and maintain minimum 6 feet social distance.
5. Enhanced cleaning and disinfecting efforts – common areas and bathrooms will be cleaned and disinfected on a daily basis.
6. Posted signs in the bathrooms requesting everyone to wash hands before and after using the bathroom and use disinfectant on touched surfaces (faucet, doorknobs, light switch, toilet handle) after use.
7. Provided disinfectants (Lysol or similar) and paper towels in each bathroom.
8. Provided tissues available in the bathrooms and common areas.
9. Installed touchless paper hand towel dispensers in all bathrooms.
10. Provided trash cans near each bathroom door for paper towels (paper towels

should be used on doorknobs to open the door).

11. Upgraded Central Air filters.

In addition, Summit Psychological Services has the following policies in place for additional protection and to prevent the spread of the virus in both our Summit and Montclair offices.

1. SPS Office Policies During COVID-19
2. SPS Office Safety Precautions During COVID-19
3. SPS Informed Consent for In-Person Services During COVID-19