



Ravenhill Psychological Services **YELLOW** Phase Plan (RYPP)

- Telehealth services for all programs will continue to be the preferred modality of service and will continue to be provided until the state government moves the Bucks/Montgomery/Philadelphia counties to Green Phase.
- In person services will be available when both the client and the employee are in agreement. If an employee is unwilling/unable to provide a service in person, and the client is requesting such service, a transfer in case may need to be considered in order to provide services.
- All clients must be screened for COVID-19 prior to service delivery for in person appointments. All clients will be screened using the daily symptom attestation form.
  - If they answer positively, they will be asked to reschedule an appointment and should be directed to seek medical attention if necessary.
  - If they answer negatively, they will be permitted to participate in session as scheduled.
  - Exterior doors will remain locked at all times to manage client screening during entry into the building. Clients will be screened prior to entering agency vehicles.
- Community Service Program will be permitted to engage in community service work when parties are in agreement.
  - Service work will be limited to two youth per outing
  - Clients will be screened prior to pick up
  - Clients and staff will utilize masks during transportation and during work outing.
  - They will utilize multiple row seating of company vehicles for maximum social distancing during transportation.
  - Outdoor worksites will be the preferred option at this time
  - Vehicles will be sanitized after service work outings, and at the end of the business day
- Masks must be worn by both employees and clients while services are being provided within building at all times. Masks must also be worn during transportation. In addition to masks, gloves will be available for clients and employees on site and in agency vehicles.
- All office chairs, door knobs, desks, and company vehicles must be sanitized by staff after each in person service and at the close of every business day.
- Administrative assistant will ensure that all offices/vehicles have enough masks, hand sanitizer, gloves, and cleaning supplies to resume in person services.
- Visitors are not permitted in the buildings for any reason. Visitors accompanying clients will be asked to wait in their car or outside of the building.
- No more than two staff persons may be in the reception area at one time.
- All office exterior doors should be locked at all times to manage client and visitor entry, no more than one client may be in the reception areas at one time.
- No on-site therapeutic groups shall be permitted at this time.

- Regular weekly office cleanings will be resumed by the cleaning company as scheduled.
- Levittown Office should be limited to serving one client at a time due to limited space and social distance availability at this time.
- Office buildings shall not have more than ten people in the office at one time. Exceptions for staff/agency needs can be considered when reviewed by management but may not exceed 25 people.
- Therapists will be required to coordinate in person services to stagger entry into the offices allowing proper time to screen and clean.
- Leadership team will continue to work remotely
- **\*\* CORONAVIRUS POLICY 4.9.2020 SHALL REMAIN IN EFFECT.**

If you have any questions or concerns do not hesitate to reach out

Jonathan Lepore, MSS, Licensed Clinical Social Worker  
Director of Outpatient Services  
Ravenhill Psychological Services  
350 S. Main Street, Suite 213  
Doylestown, PA 18901  
Mobile: 267-372-0109  
[jlepore@ravenhillservices.com](mailto:jlepore@ravenhillservices.com)