



New Orleans Baptist Theological Seminary
& Leavell College

LMCCC COVID-19 Initial Reopening • City in Phase 2

FOR STAFF

- All staff will be required to wear masks when entering the office and while in common areas of the LMCCC building (entrance/waiting room, hallways, multipurpose room, etc).
- All staff will take their temperature prior to coming into the office that day - if their temperature is elevated to 100.4 degrees F they will not come into work that day.
 - All staff, counselors, and clients of LMCCC will have their temperature taken when they arrive to the office
- Faculty and staff with enclosed offices that are separate from the main office so they will be able to be in their own offices by themselves without need for masks but will place masks back on when others enter their office space
- Receptionists will be required to wear masks when other people are in the common office area but can remove masks when no one is in their own office space.
- The glass panel at the front office window will remain closed when clients are checking in
- To process payments, receptionist will wear gloves/mask and open window slightly to pass/receive payment
Receptionist will clean work area before and after work shift while paying close attention to most commonly touched areas (keyboard, mouse, credit card processor, etc)

FOR STUDENT COUNSELORS

- Students will be required to wear masks at all times within building (including during counseling sessions and while in the multipurpose room)
 - An effort is being made to obtain clear masks
- Students will be required to take their temperature prior to coming into LMCCC - if their temperature is elevated to 100.4 degrees F they will not come into LMCCC that day
 - Upon arriving at LMCCC, student temperatures will be taken again
- Students will maintain appropriate distance while in counseling sessions and while in the multipurpose room
- Students will wipe down chairs and table surfaces after each session
Counselors will wait for clients in the multipurpose room as usual but will answer the phone by pressing the “speakerphone” option in order to be notified about clients arriving for counseling.

FOR CLIENTS

- Clients are encouraged to take their temperature prior to coming into LMCCC - if their temperature is elevated to 100.4 degrees F they will not come into LMCCC that day.
 - Clients will have their temperature taken upon arrival at LMCCC
- Clients are required to wear masks while in LMCCC and during their counseling session
Clients are to arrive on time to the session and no earlier than 5 minutes prior to the session to limit the amount of time in the waiting area.

FOR FACILITIES/OPERATIONS

- Counseling rooms will be “flipped” sideways in order to maintain 6 feet of distance between client and counselor.
 - Clients will enter room first and sit in the chair on the back wall and the counselor will take the seat closest to the door.
- LMCCC waiting room will have hand sanitizing station
- Multipurpose room will be capped at 10 students
 - Students will only be allowed to stay while waiting for clients or doing counseling related notes/activities
 - We ask all students that are doing homework or other work to please do so elsewhere (i.e., HSC, cafe) to make this more manageable
- Doorways leading into hallways for counseling rooms will remain open to reduce the number of hands on surfaces
- Rooms will be booked in a staggered manner to allow time for each room to be cleaned and sanitized
 - Even number rooms will be booked on even hours and odd rooms will be booked on odd hours.
 - 119 will remain prioritized as the adjunct office for supervisions
 - 100-B can be used as an additional workspace for supervisors to do notes and other relevant duties.