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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. A non-physical contact electronic thermometer may be used by staff to screen you as you enter the premises, and you may be asked to wear a face mask during your mediation or conference.
- E. Staff and Mediators showing COVID-19 symptoms, including an elevated temperature will be asked to leave the premises and self-quarantine.
- F. Participants and Attorneys in a mediation who exhibit COVID-19 symptoms, including an elevated temperature, 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.

**IN CONSIDERATION OF MY PARTICIPATION IN MEDIATION SERVICES AT THE DRC, I AGREE TO HOLD HARMLESS THE DRC, STAFF, OTHER PARTICIPANTS AND MEDIATORS FROM ANY AND ALL LIABILITY FOR CLAIMS I MAY HAVE REGARDING OR RESULTING FROM ANY COVID-19 OR CORONAVIRUS INFECTION.**

**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).**