



***College Now Greater Cleveland Resource Center Health and Safety Protocols***

***Thank you in advance for observing our rules for on-premise services:***

1. Clients must make a one-hour appointment through the Bookings app no less than 24 hours prior to the appointment time.
2. Clients will receive, review, and sign electronically via e-mail this procedure form and the waiver form prior to the appointment.
3. Clients should arrive no more than 5-10 minutes before their appointment time and ring the doorbell.
4. The College Now Advisor will meet the client at the door to verify the appointment time and that the paperwork has been signed and submitted.
5. The College Now Advisor will take the temperature of each person being admitted. Anyone with a temperature of 100 degrees or more will not be admitted.
6. Any person who displays visible signs of sickness will not be admitted.
7. One client can be seen during any one appointment time. One adult and/or one child may accompany the client.
8. Client and guest(s) must wear a mask when entering and while in the College Now office.
9. Client and guest(s) must maintain minimum 6-foot distance between parties.
10. Client and guest(s) must remain seated while working with the College Now Advisor.
11. College Now Greater Cleveland employees have the obligation to refuse to assist anyone not complying with these rules.
12. Client and guest(s) will be escorted to the door upon completion of their appointment.
13. College Now restrooms are not available for clients and guests. Tower City public restrooms are available.
14. Desks and computers will be disinfected after each client appointment.