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April 20, 2020

A word about working during this time of COVID-19:

On May 18, 2020 I will begin seeing clients in-person (no more than two per week) until further notice. This is subject to change depending upon the COVID-19 situation, and appointments that are scheduled may need to be cancelled if health and safety concerns arise. I will wear a mask and will ask my clients to do the same, acknowledging that some students, especially younger students, may have difficulty working while wearing a mask.

Some rules surrounding these in-person appointments:

- If you have any COVID-19 symptoms, tested positive for COVID-19, or been in close contact with someone who had COVID-19 within 14 days of the anticipated appointment date, we will have to reschedule.
- If you test positive, or have symptoms consistent with COVID-19 AFTER the appointment, let me know as soon as possible so that I can stop all visits to protect other clients.
- If you are at high risk for exposure to COVID-19, are at high risk of complications should you get COVID-19 (including being over the age of 65); or if someone in your household fits these descriptions, I would ask that you wait until the outbreak is controlled before scheduling an in-person appointment.
- During your visit please remember to continue to practice hand washing (for 20 seconds), coughing/sneezing into your elbow, as well as using other preventive strategies. If you have questions, comments or concerns about any of this, please let me know.

I look forward to meeting your learning and educational needs while being mindful about health and safety. If you have any questions or concerns, do not hesitate to call or email me prior to your appointment.

Sincerely,

Melissa M. King, M.Ed.

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Kingfisher Learning Services, Inc. (formerly Ascent Learning Services, Inc.)