

# COVID-19 PROTOCOLS

## PATIENT SCREENING

- All patients will be screened over the phone when scheduling appointments.
- Patients must notify the office if they have developed any of the following symptoms:
  - Loss of Taste or Smell
  - Fever
  - Cough
  - Shortness of breath
  - Chills
  - Muscle Pain
  - Headache
  - Sore Throat
  - Rash
- Patients will be re-screened prior to entering the office. This includes a questionnaire and temperature check.
- If positive to any of the symptoms, patients will need to be rescheduled and follow up with their primary care doctor.
- Patients must remove outside gloves and mask (if applicable) and sanitize hands prior to entering facility. A new mask will be provided to all patients.
- A mask must be worn in the facility at all times (unless instructed otherwise by the doctor).



## PATIENT APPOINTMENT

- Accompanying persons are not permitted to enter, with the exception of caregivers or one parent of a minor.
- All patients and visitors must sign Covid-19 consent prior to entering the office.
- No children are allowed to accompany any patient.
- All new patients or patients requesting a new treatment must be seen via virtual consultation prior to being seen in the office.
- New patient paperwork must be filled out electronically prior to appointment.

## STAFF

- All staff will undergo a screening questionnaire and temperature checks daily.
- All staff (including the Physician) will have COVID testing on a regular basis.
- All staff will change into uncontaminated “work clothing”, including footwear when entering the office.
- Any staff member in the treatment area will wear appropriate “PPE” Personal Protective Equipment (gloves, face mask, face shield, gown).

## CLEANING

- Hand sanitizer dispensers will be stationed in every room.
- Every surface will continue to be wiped down thoroughly after each patient visit.
- A cleaning checklist and log sheet will be displayed in each room.
- Restrooms will be cleaned throughout the day.
- We will continue to use a professional cleaning service on a regular basis.
- Air purifiers will be installed in exam rooms.