

New COVID Office Procedures

We appreciate everyone's cooperation and integrity in advance!

- **If you are feeling sick, please cancel your appointment! Do not come in if you have any chance of being exposed to this pesky virus or are worried you might be “coming down with something.”**
- **When patients arrive in our office, we will apply the “double mask” procedure! Patients, staff, and doctors will all be required to wear masks.**
- **Every patient will be directly escorted to a private exam room. We will not be using waiting rooms or common areas. We will be checking your temperature in the rooms. All treatments, as well as check in/out procedures will be in the treatment rooms only.**
- **Each patient will be asked to please leave the office after the completion of their appointment to avoid contact with any other patients.**
- **We will be sanitizing each room even more than before.**
- **Kindly refrain from bringing guests with you to your appointment. Drivers or friends can please wait in their respective cars until the end of your appointment. Of course, we understand minors, power of attorney or translators might be an exception.**

COVID PROTOCOLS

Employee Protocols

Employees who have [symptoms](#) (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

- Staff provided with shift schedules to help with social distancing.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- Wash your hands often (and after every patient encounter) with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Bring a change of clothes with you to work on days we have in office patients. Change out of your scrubs and PPE prior to leaving the office.
- All employees reporting to work will be required to log their temperature on each day of work. See log.
 - If febrile (having or showing signs of a fever), please notify Dr. Kormeili.

All types of PPE must be:

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment. Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.
- During patient visits, all back-office personnel and doctors need to have proper protective equipment over shoes, hair, scrubs, eyes and face and gloves.
- Only 1 pen will be in each tray. All pens, trays, mayo stands, faucets, counters, soap dispensers, stools, chairs, and exam table need to be wiped with proper sanitation products.
- After the patient visit, make sure you scan all paperwork in the room, and place all consents using gloves into a designated bin. We will audit these weekly on a non-patient day at least 3 days later to ensure it was properly scanned.
- Clean an area such as the chair first. Clean your iPad and place on the clean area. Clean all other areas, including doorknobs, mirrors and all surfaces patient can be in contact with.
- Dispose of your gloves before handling your clean iPad.
- Every day please wipe down your entire work-stations prior to and after being in contact with patients thoroughly. Do in between alcohol cleanings of any area you touch in between patients.

PATIENTS

- All patients and staff must wear masks at all times. Patients entering the office without a face covering will need to receive a mask from us.
- Every patient needs to be escorted directly into a private treatment room. Patients are asked not to sit in the reception area during their visit.
- Take patient temperature. Record on the COVID consent sheet.
- Patient will need to read and sign the COVID consent form.
- Patients are not to hover in common areas such as reception desk, and hallways.

- Patient follow up appointments will be made in private rooms vs check out/reception.
- A credit card will be kept on file for ALL patients in order to minimize exposure at checkout.
- Patients are as always prohibited from any offices or the kitchen area.
- Please wipe all doorknobs and faucets of the bathroom after each use. Sanitation products available in bathroom closet.
- Schedule virtual visits for patients as appropriate.
- Space out patient in office appointments to minimize exposure risks.

Employee Name

Employee Signature

Date