

## COVID-19 Protocols and Safety Measures

As a medical office, we have one simple objective in mind: making sure that our patients and staff are always safe. This objective has been at the center of creating policies and procedures that will ensure the safety and well-being of all people that walk through our front doors.

One policy we have enforced is our sick policy. We ask that if you have any of the following symptoms that you reschedule your appointment and stay home to ensure the safety of our staff, and the other families we serve: if you have had a fever within the last 24 hours, a cold, the flu, stomach virus, cough, stuffy nose and if you have recently traveled via airlines/cruise or have been exposed to a known contact with the COVID-19 that you stay home and reschedule your visit.

We have heightened our sanitizing and cleaning procedures at our office, and we offer hand sanitizer and masks at the front desk per request. Sanitizing wipes are always in reach for our front and back staff so we can keep the office continuously clean before and after each patient we see.

We are only offering pens at the request of the patient, and we immediately sanitize once back in our possession. We're sanitizing the front and back office as many times as it is necessary.

We are closely following the [Centers for Disease Control's \(CDC\) guidelines](#) and recommendations on the steps we can take to help prevent the spread of all viruses. We, as an office, already have strict guidelines for handwashing and sanitation, and we will continue those policies. Per CDC recommendations, we will ask employees who have traveled to such locations or have been exposed to others who have traveled to such locations to self-quarantine for 14 days.

We will continue to monitor the situation closely and do all we can to protect you and our employees.

Thank you.