



COVID-19 Action Plan

The following steps have been implemented:

1. Social distancing will be maintained in the offices amongst staff and patients.
2. Masks must be worn by staff and patients.
3. Temperatures of both patients and staff will be taken upon admittance to offices. If a patient's temperature is 100 degrees Fahrenheit or greater, the patient will be rescheduled and asked to leave and see his or her primary care physician, or urgent care, to be evaluated. If an employee's temperature is 100 degrees Fahrenheit or greater, he or she will be sent home for the remainder of the work day and asked to see his or her primary care physician, or urgent care, to be evaluated. The Practice will require the employee to provide documentation clearing himself or herself to return to work.
4. Patients and staff must wash their hands upon admittance to the office, or use approved hand sanitizer.
5. Staff should wash hands often and for at least 20 seconds, or use approved hand sanitizer. Handwashing should also be done in the following circumstances (1) immediately before touching a patient; (2) before performing an aseptic task (e.g., placing an indwelling device) or handling invasive medical devices; (3) before moving from work on a soiled body site to a clean body site on the same patient; (4) after touching a patient or the patient's immediate environment; (5) after contact with blood, body fluids, or contaminated surfaces; (6) immediately after glove removal; and (7) when hands are visibly soiled.
6. Gloves must be worn by staff with close patient contact.
7. In addition to normal cleaning procedures, frequently touched surfaces will be cleaned and disinfected between patients.
8. Patients will be pre-screened by telephone. If there are symptoms suggestive of COVID-19 (cough, fever, shortness of breath, malaise, and breathing difficulties, etc.), the patients will be rescheduled and asked to consult their primary care physician.
9. Any patient who had COVID may only be scheduled after testing negative and no sooner than one month after resolution of symptoms. In case of emergency, patient will be seen by doctor only and with no other patients in the office.
10. We ask that only one person accompany the patient, and if possible, that this person waits in the car unless the patient requires assistance, or is a minor.
11. Patients waiting for an exam room will be asked to confirm their cell phone number and wait in their car to be called, if necessary.
12. No walk-ins.
13. Employees who are sick or have symptoms of acute respiratory illness are recommended to stay home and not come to work.