

## Covid-19 Updated Office Policies

Revised January 2022

While life is returning to some semblance of normal, we want to remain vigilant to protect you, your families, and our staff. With new variants popping up, and the ever-changing CDC and Department of Health guidelines, we want to assure you that we are doing everything we can to keep you safe. As new information and best practice recommendations change, along with changing federal, state and local regulations, these are subject to change.

1. If you or your child is sick or is showing any symptoms of COVID-19 please reschedule your appointment and contact your primary care doctor.
2. All adults and children over the age of 2 who enter the office **are required to wear masks**. If you do not have one, we will provide one for you.
3. All families will have their temperature taken upon arrival.
4. If you arrive more than 10 minutes before your appointment, please remain in your car and call us to notify us you have arrived. We will let you know when you can come into the office.
5. If your child is 12 years of age or older, they may come into the office by themselves for the appointment. Please stay in the parking lot to pick up your child when they are done as they will not be allowed to stay in the office after their appointment.
6. If your child is 11 years of age or younger, you are required to come into the office for the appointment and accompany your child to the treatment area.
7. If anyone in your family is diagnosed with COVID-19 within 7 days prior to your appointment please let us know so we can determine if it makes sense to reschedule your appointment.

**In addition, we are doing the following to keep you safe:**

1. All staff will be screened daily and anyone showing any symptoms of COVID-19 will be sent home.
2. HEPA Air filters will be utilized in the office and will be running throughout the day. These air filters have enough capacity to clean the air (including particles smaller than coronavirus) in the office every 15 minutes.
3. All high touch surfaces (door knobs, handles, etc) will be cleaned at regular intervals.
4. Our waiting room has been reconfigured. All toys and books have been removed and there are only a few chairs available. If you are in the waiting room, please proceed to the furthest chair from the door to allow other families to enter the office while maintaining social distancing.
5. The prize tower has been relocated to behind the front desk. Children will still get a coin and be allowed to pick their prize but they will give the coin to a member of the office who will physically place it in the tower and retrieve their prize.