

New Office Protocols and Procedures Effective June 2nd 2020

What you can expect from me:

*I will be wearing a face mask at all times in the common areas of the office building and while in my personal office space.

*All surfaces will be sanitized with hospital grade wipes, sprays and cleaners before each visit and at 30-minute intervals throughout each shift. This includes; door knobs, light switches, chairs, table surfaces, desk surfaces, front desk counter and all other "high touch" areas.

*Treatment rooms and massage tables will be sanitized with hospital grade wipes, sprays and cleaners after each patient.

*I will use hand sanitizer upon entering and leaving the treatment room.

*In order to adhere to social distancing there will be only one patient in the office at a time.

*Both new and follow up appointments will be scheduled and rescheduled over the phone or via email.

Office Protocols and New Procedures for YOU: (Please initial each section)

- () Please download, sign and bring a copy of the Covid-19 Consent form and an initialed copy of the New Office Protocols and Procedures form from the contact page of my website - AcuWellHolden.com.
- () Please leave all non-essential items securely in your car - please no food or water bottles.
- () You will need to have a face mask on at all times while in my office and the office building. Please make sure that the mask fits securely. I will not be able to provide these for you.
- () Please remain in your car until the office is ready for you. I will call you while you are safely in your car and we will conduct the talking portion of the treatment prior to your coming into the office.
- () Upon entry into the office, please sanitized your hands.
- () Also, upon entry I will take your temperature with a hand held touchless thermometer, the reading must measure 99.0 or lower.
- () In attempt to minimize interaction please make out your check prior to coming in and/or have the correct amount of cash. I will not be able to make change, but can credit your account.
- () Change in Cancellation Policy: If you are feeling unwell, please reschedule your appointment. I am currently waiving the 24 hour late cancellation policy. Also, if you are experiencing allergy symptoms and are sneezing, coughing, have a runny nose or watery eyes please reschedule your appointment.