

## **New Office Protocols and Procedures Effective June 2<sup>nd</sup> 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](http://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.