



Safety Measures in Our Practice

Ventilation System:

-Our HVAC system is equipped with UV Purification systems, an activated carbon filter, and HEPA filter, as well as a high-volume exhaust system to reduce contaminants (viruses, bacteria, and fungal spores).

Training and Educating Our Team:

One of the most important things we are doing during this time is training and educating our team

-Our team has had a refresher training in proper hand washing techniques. This may seem basic. However, it is the most important thing we can do to prevent the spread of the virus yet research shows that it is often poorly complied with and usually not done well. Consequently, we have spent a lot of time ensuring that our team does it well and often, especially before and after every patient encounter.

-They have practiced the appropriate use of Personal Protective Equipment (PPE) prior to caring for a patient to prevent contamination.

-We request that staff who are not feeling well to proactively stay at home for 2 weeks.

-We have everyone in the office take their temperature at the beginning of every day and we will immediately send home anyone with an elevated temperature (100.4 degrees and above).

-Limit the number of staff providing their care to facilitate social distancing within the office and among other team members.

-We have created a specific checklist of recommendations for our team to follow so that they arrive to work healthy and go home to their families without worry (see checklist of Recommendations for our Team).



COVID-19 Precautions

Recommendations for Our Team:

Before coming to work:

- Remove watch and rings and leave at home
- Tie hair up, keep nails short
- Avoid extra accessories
- If bringing a lunch, place in disposable wrapping
- All work clothes and shoes are to remain at the office and laundered there
- Wear clean clothes to the office

At Work:

- Change into scrubs and work shoes (preferably plastic and wipeable) as soon as you arrive
- Use PPE as appropriate
- Leave all clutter (pens, phones, etc.) outside of patient op rooms
- We discourage workers from using other workers phones, desks, offices, and other work tools and equipment when possible
- Clean phone handset after use using with medical grade disinfectant wipes
- Discourage cell phone use at work

After Work:

- Wash hands and arms with soap
- Remove scrubs so they can be washed using office washer & dryer
- Wash hands and put clean clothes on
- Sanitize phone, glasses, etc.
- Wash hands again

At Home:

- Do not touch anything
- Remove shoes and clothes
- Wash clothes in washing machine with detergent and hot water
- Shower immediately before touching anything (including loved ones)



COVID-19 Precautions

Patient Interviews and Social Distancing:

Before Patient Arrival Every Effort is Made to:

- Filter patients during the phone call when scheduling appointments for care using established and recommended screening checklists.
- Reschedule patients who describe having any concerning warning signs or elevated temperature.
- Instruct patients to call ahead and reschedule their appointment if they develop symptoms of a respiratory infection (cough, sore throat, or fever) on the day they are scheduled to be seen.

To Promote Social Distancing:

- Prioritize high risk patients (immunocompromised, over 60, etc.) with early morning appointments so less contact with other people.
- When booking patients, we are spreading out the schedule so there are less people in the waiting room.
- If a patient is being accompanied, their escort should wait in the car to limit the number of people in the waiting room and promote social distancing.

Safety Measures Taken Upon Arrival:

- Limit points of entry to the clinic.
- Leave second office door open to limit contact with door handles.
- Post visual alerts at the entrance door advising patients of the COVID-19 risk and advising them not to enter the facility when ill.
- Hand sanitizer is made accessible immediately upon entry and instructions to use it.

All of these measures can help to prevent transmission to others