

## OFFICE VISIT POLICY

**PLEASE READ BEFORE YOUR SCHEDULED APPOINTMENT!**

In order to protect the health of our staff and patients, the following procedures are in place in accordance with the KDHE, the CDC and the American Academy of Ophthalmology (AAO):

1. Once you have arrived in the parking lot, please call 785-424-8805 and **wait in your car**. Our staff will come out and take a contactless temperature and do a brief health screening.
2. We will collect your paperwork (new patients), driver's license, and insurance cards to scan.
3. ***Please come to your visit by yourself.*** If someone must accompany you, the doctor must OK this prior to your appointment and their name and temperature will be recorded. A parent or guardian may accompany the minor patient into the office.
4. To come into the office ***you need to have your own facemask to wear***, such as a scarf, bandana, or other cloth to cover your nose and mouth to wear while in the clinic.
5. You will be asked to use a liquid hand sanitizer upon entering our office.

Please ask yourself on the day of the visit:

- Have you had a fever in the last 24 hours?
- Do you have a cough or shortness of breath?
- Have you traveled Internationally or cruised in the last 2 weeks?
- Have you attended mass gathering of 500 or more with no masks and social distancing?
- Have you been in contact with anyone with confirmed case of COVID-19?
- Would anyone in your household answer yes to the questions above?

If any of the above applies to you, please call our office and speak to one of our staff.

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### CLEANING AND DISINFECTING DURING THE PANDEMIC

We adhered to CDC and AAO recommendations for cleaning and disinfecting the facility. Our examination rooms and medical equipment are disinfected after each patient. In addition, staff equipment (computer and phones), door handles, light switches and other frequently touched surfaces are disinfected regularly. We have placed an air purifier in every examination room as well as in our reception area.

### STAFF AND GUEST SCREENING

All of our staff as well as guests in the office are screened with Covid-19 screening questions as well as taking temperature readings. Our staff will be wearing masks at all times while in office and we require the same for all guests. All staff are required to report any flu-like symptoms and any potential exposure to the Covid-19 virus.

### UPDATES AND POLICY CHANGES

Our doctor and office manager will monitor local and national guidelines for health and safety during this ongoing pandemic. Any updates will be reflected in our existing policy and practices.

**Thank you for your cooperation.**