

## Office Policy Regarding COVID-19 Coronavirus

AS YOU ARE AWARE, THE CDC HAS ISSUED WARNINGS AND PRECAUTIONS TO HEALTH-CARE PROVIDERS WORLDWIDE REGARDING THE CORONAVIRUS.

WE ARE TAKING EVERY PRECAUTION NECESSARY TO LIMIT THE EXPOSURE OF ANY VIRUS WITHIN OUR OFFICE AND ASK THAT YOU HELP US BY PARTICIPATING IN THESE PRECAUTIONS.

- 1. UPON YOUR ARRIVAL TO OUR OFFICE, WE KINDLY ASK THAT YOU USE THE HAND SANITIZER WE HAVE PROVIDED IF YOU DO NOT HAVE YOU OWN SUPPLY.
- 2. PLEASE DISINFECT YOUR HANDS PRIOR TO USING ANY PENS TO FILL OUT ANY DOCUMENTS WE MAY NEED FROM YOU.
- 3. IF USING THE RESTROOM OR EXITING AND REENTERING OUR OFFICE, WE ASK THAT YOU USE THE HAND SANITIZER UPON REENTRY.
- 4. PLEASE INFORM US IF YOU ARE CURRENTLY EXPERIENCING A FEVER, COUGH, DIFFICULTY BREATHING OR ANY SYPTOMS RELEATED TO THE VIRUS.
- 5. PLEASE NOTE THAT WE WILL BE FOLLOWING THE PHYSICAL DISTANCE RECOMMENDATION, AS A MEANS OF DECREASING POSSIBLE TRANSMISSION OF CORONAVIRUS (COVID-19).
- 6. PLEASE COVER YOUR MOUTH AND NOSE EVERYTIME YOU COUGH OR SNEEZE. WE ASK THAT YOU USE A DISPOSABLE TISSUE IF POSSIBLE AND IF NONE IS AVAILABLE, COUGH OR SNEEZE INTO YOUR UPPER SLEEVE.
- 7. PLEASE INFORM US OF ANY RECENT TRAVEL OUTSIDE OF THE US TO AREAS CONSIDERED LEVEL 3 PRECAUTIONS BY THE CDC. THIS INCLUDES THE FOLLOWING COUNTRIES: ITALY, SOUTH KOREA, IRAN, AND CHINA (AS OF MARCH 5, 2020).
- 8. ALSO, PLEASE INFORM US IF YOU HAVE TRAVELED WITHIN THE US.