

## COVID-19 Office Protocol

1. If you or anyone in your family is feeling sick (cough, fever, flu-like symptoms, excessive sneezing) please reschedule your appointment for at least 2 weeks from now.
2. If you have traveled out of the state, or not been at your own home for spring break or other events, or know you have come in contact with someone with COVID-19, please reschedule your appointment for at least 2 weeks from now.
3. Limit the number of people with you for your appointment; 1 person per patient. We are only scheduling 2 family members at a time at this time (1 parent and a child, or 2 children), in order to minimize the number of people in the office.
4. If you or someone with you exhibit signs of illness when you come to your appointment, you will be asked to leave and reschedule to a later date.
5. Please use hand sanitizer or wash your hands when you get to the office.
6. In the event you cough or sneeze, please use proper etiquette; either cover with a tissue and dispose of it in the garbage, or sneeze/cough into your elbow area, and then wash your hands.

Other steps we are taking:

1. Scheduling fewer exams per day to minimize the number of people in the office at one time.
2. Increased disinfecting and cleaning measures; sanitizing and hand washing before/after each patient, sanitizing glasses that have been tried on, and increased cleaning before and after business hours.
3. Scheduling specific times to pick up glasses.

If you plan on coming to the office for other reasons, including broken glasses, paying a bill, etc., please call ahead to schedule a time to do these things as well.