

Dear Patients,

Due to COVID-19 we have re-structured our office procedures and re-arranged our clinic to maintain 6-foot physical distancing and to help keep you, your family, and our work family safe.

Please familiarize yourself with the new procedures below:

Patients with Scheduled Appointments: To maintain the 6-foot physical distancing requirement and to limit the amount of exposure time with each encounter, the following procedures are being implemented:

- * Visitors are not allowed with a patient, unless needed for care-giving services like an interpreter or parent with a child or physical assistance.
- * Patients with scheduled exams will receive a reminder before the scheduled appointment to log into our secure patient portal located on our website at mylittleeyeshop.com and to complete the forms online. To help make filling forms out easier, our website will also have helpful registration tips for your review.
- * Patients will receive a call from a team member to review new protocols, verify information, and to perform initial exam questions before arriving to appointment if forms in patient portal are not able to be completed.

Upon Arrival Procedure: No patient, visitor, or team member is allowed to enter the clinic without first passing a verbal screening and the following:

- * Patients, visitors, and team members will be asked if they're experiencing a new onset of the following symptoms within the last 14 days-- fever/cough/shortness of breath or difficulty breathing/chills or repeating shaking with chills/muscle aches/head ache/sore throat/new loss of taste or smell or loss of taste.
- * Patients, visitors, and team members will be asked if they have been in contact with anyone who has tested positive for COVID-19 in the last 14 days.
- * Recorded temperature measurement **below** 100.4 degrees (using a non-contact thermometer) and entered into Contact Tracker Log.
- * Face covering required.
- * Sanitizing their hands upon entering clinic

If these requirements cannot be met, then, unfortunately, the appointment will need to be rescheduled at least 2 weeks out and the patient will be advised to contact their primary care physician for further guidance.

We appreciate your patience, understanding, and efforts in helping everyone stay well and safe during these unprecedented times. We look forward to seeing you soon!

Sincerely,

The My Little Eye Shop, LLC Family