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**Office Safety Precautions in Effect During the Pandemic**

My office is taking the following precautions to protect our patients and help slow the spread of the coronavirus.

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- Office seating in the waiting and therapy rooms have been arranged for appropriate physical distancing.
- My staff and I wear masks.
- My staff maintains safe physical distancing.
- Restroom soap dispensers are maintained, and everyone is encouraged to wash their hands.
- Hand sanitizer that contains at least 70% alcohol is available in the waiting and therapy rooms.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- We ask all patients to wait in their cars or outside the building until no earlier than 5 minutes before their appointment times.
- Credit card pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- Common areas are thoroughly disinfected at the end of each day.