

Below is a link to learn how to properly wear face coverings and how to make your own:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

**We ask that you contact our office prior to your appointment if you:**

- Have any signs of a cold or flu; cough, fever of 100 or greater, sore throat or shortness of breath.
- Are under voluntary quarantine orders.
- Have traveled outside of the country in the past 14 days.
- Have been in contact with someone who has these symptoms or has been diagnosed with COVID-19 in the past two weeks.
- Patients and staff will be required to answer the above questions prior to entering our office.

**About your scheduled appointment:**

- When you arrive at our office we would like you to wait in your car in the parking lot and call our office phone number: 603-430-5225, and then press 1 to speak to our front desk staff, this is how you will check in
  - If you get our voicemail that just means all our staff members are currently on the phone, please continue to call until you talk to a person
- Once we are ready for you in the office a technician will call you to come into the office
- You will be billed for your co-pay
- Unless you require assistance, you will need to leave family members or friends in the car
- Temperatures for all staff and patients will be taken with a non-contact thermometer as you enter the practice. Anyone with a temperature of 100.4 or higher will need to reschedule.

- All exam rooms, surfaces and common spaces will be sanitized according to CDC guidelines between patients
- In an effort to minimize any risk to our patients as well as the doctors and staff, we are trying to spend minimal time in confined spaces with patients and we are therefore utilizing other spaces, such as the waiting room and outdoor portico, for some parts of our exam.
- We are significantly cutting down on the number of patients being seen each day in order to take all necessary precautions.

**If you are unable or unwilling to come into the office:**

- We are also offering **telemedicine appointments** through a secure and HIPAA compliant platform, Doxy.me.
- While this does not replace an in office exam it can be a good way for patients to check in with the doctor and the doctor to offer advice or make sure the patient is on the right track.

**We appreciate your understanding and cooperation during this time as policy changes are reviewed on a daily basis. As always, our goal is to provide the best and safest eye care under the current circumstances.**