

# DR. MANNY DEBONO PROFESSIONAL CORPORATION INC

## RESPONSE TO COVID-19

DATED MAY 28<sup>TH</sup> , 2020

As we navigate the new world of COVID-19 and to keep patients (here in after referred to they/them) and staff safe and healthy, Dr. Manny DeBono Professional Corporation Inc (here in after referred to we) have changed and updated the policies and procedures.

- We are limiting the number of patients allowed in the office at one time. Only the person that has appointment will be allowed in the office unless the patient is under the age of eighteen or needs assistance due to mobility issues.
- Allowing more time for appointments. Asking patients to arrive 5 minutes before their appointment
- Patients will be pre-screened on the telephone before the appointment is booked. They will also be asked COVID-19 questions on the confirmation call.
- Patients will be screened at the door with COVID-19 questions and temperature checks (if allowed). They must use hand sanitizer when entering the office.
- All patients over the age of two must wear a mask this is mandatory. A mask will be provided should you not have one.
- For contacting tracing, we will write the patient's first and last name, the time they enter and the time they leave.
- We have removed some of the waiting room chairs to allow more physical distance.
- The floors have been marked for flow and physical distancing.
- We are disinfecting high touch points before and after every use including all equipment, debit machine and door handles.

- All staff will be wearing safety goggles, face mask and gloves.
- We will try to go contactless as much as possible by emailing receipts to patients, allowing for tap of Visa and Mastercard. If you are paying by cash, correct change is required.
- Plexiglass will be installed across the front reception to help physical distancing.
- Unnecessary high touch points have been removed from the waiting room area like reading material.