

COVID-19 Office Safety Procedures for Acupuncture Appointments
with Jenifer L. Anders, Lic.Ac. – as of October 1, 2020

The safety of all patients, myself and the other practitioners, staff and all our families are of my utmost concern. The following are appointment guidelines to be followed during a situation where social distancing is necessary to combat a viral outbreak or pandemic such as COVID-19

Treatment Protocols:

1. All in office appointment requests will be screened in advance (mostly the day before the appointment). If you are not comfortable with traveling to the office, I can offer you a telemedicine option instead. This is not an acupuncture treatment but an E/M, evaluation and management of symptoms, acupuncture walk through and help with self-care visit.
2. All patients are to either wait in their cars (or outside if walking) prior to their scheduled appointment and call or text **(617-480-1998)** that they have arrived. I will either tell you to come in or call or text you when you may enter the office building through the front door and come upstairs. **You must be wearing your face mask and keep it on until you leave the office.**
3. If you need assistance by another individual to get you into the office, please let me know in advance. This person may bring you in, following all the guidelines of wearing a mask etc... and then they must wait in their car until after your treatment. I will call or text them to come in to get you when the treatment is over. Other arrangements can be made on an individual basis.
4. Once entering the office all patients will come directly into the treatment room and must either wash their hands with soap and water for at least 20 seconds or properly sanitize their hands with alcohol-based hand sanitizers that will be provided.
5. All patients will again undergo screening questions. Any patients experiencing any cold or flu like symptoms, fever, recent respiratory issues, have been in close contact with an actively sick or ill person, or have been in close contact with anyone testing positive for COVID-19 in the past 14 days will not be treated and will be rescheduled for a later date.
6. All patients will have their temperatures taken prior to treatment with a non-contact thermometer. Any temperature that is over 99,8 will disqualify the patient from having treatment.
7. I will sanitize my hands with an alcohol-based sanitizer or by washing my hands with soap & water before, throughout your appointment, and after.
8. For payment, I accept cash, check and/or credit cards. If requested, a receipt will be emailed to you.
9. Treatment rooms will have a designated space for the patient to place personal items prior to the treatment. Please keep items to a minimum. Please wear loose fitting clothing that has easy access to arms, legs, abdomen, and backside of body.
10. I will be wearing a protective mask to protect my patients and myself and gloves when appropriate.

11. After your treatment, you will exit directly out into the hallway. There will be no sitting in the waiting room. Once out of the office, all areas that were touched by the patient and myself, including treatment tables, equipment, tools, designated area for the patient's personal items, doorknobs, bathroom, railings, etc. will be sanitized with a hospital grade disinfectant.
12. Once all areas have been disinfected, I will properly wash my hands with an antimicrobial soap and change any PPE if they require changing and the process will repeat.

Jennifer L. Anders, Lic. Ac.
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