

Updated Office Policies and Procedures 6/19/20

1. All patients must bring and wear a mask the entire time they are in the office. Cloth or other home-made masks are acceptable. We have a very limited supply and cannot provide masks. **Any patient who arrives without a mask will not be admitted to the office and asked to reschedule to a later appointment.**
2. No patients will stay in our waiting room. **Please call the office when arriving to the building. Our office staff will discuss when it is appropriate to come into the office.**
3. We will have 15 minute spacing between patient appointments to allow for adequate cleaning.
4. We ask that new patients complete their intake paperwork ahead of time. Registration documents are available on our website. If this is not possible, you must arrive at least 30 minutes before the appointment time and fill out paperwork in your car.
5. Established patients updating paperwork will need to have paperwork completed prior to arriving at the office. Registration documents are available on our website.
6. Only the patient is allowed in the office. For children and adult patients who require a caretaker, one adult may accompany the patient.
7. Dr. Schleimer and staff will wear masks during all patient encounters.
8. Until further notice, we will not be performing same-day in office procedures; nasal endoscopies, fiberoptic laryngoscopies, ear tubes, mastoid debridements.
9. We are performing diligent hand washing and extra cleaning precautions.
10. We have placed air purifiers in our waiting room, staff areas, and each exam room. These will remove over 99.9% of respiratory droplets and other contaminants from the air.
11. All patients will be screened prior to appointment for fever, cough, shortness of breath, cold/flu symptoms, loss of smell/taste, and body aches.
12. All patients and staff will have temperature screenings before entering the office.