

## Safety and office Protocol

Central Virginia Neurology's mission has been to provide compassionate, high-quality neurological care to our community. Throughout the COVID-19 pandemic, we have developed new modalities of care, including telehealth visits, to serve central Virginia. Our world has changed over the last several months, but our commitment to our patients and staff has remained paramount.

We have been actively monitoring the pandemic and after careful consideration and in keeping with the recommendations of the Center for Disease Control, the Virginia Department of Health, and the American Academy of Neurology, we are gradually re-opening our practice for select in-office visits.

As you can imagine, it will be a vastly different environment upon reopening, and we are being very attentive to all elements of social distancing and precautionary safety measures given the continued threat posed by the COVID-19 virus. We are implementing careful operational restrictions and sanitation measures to maintain appropriate social distancing among our patients and staff. We would prefer to continue to provide Telemedicine services for patients not requiring in office visits.

To protect the health and safety of all of our patients and our entire staff, we are requesting that any patients who come see us for an in-person appointment wear a protective mask during their visit. If you do not currently have a mask (surgical or N95), we will provide one for you!

All patients will be asked to come to their appointments alone unless that patient is a minor or requires a caregiver.

Shared objects such as magazines, have been removed for patient safety. Extra disinfecting and cleaning protocols have been implemented. If you have any questions, please call the office @ 804-379-7721

## **COVID – 19 Staff Protocol**

### **In- office visits**

1. Staff will wash hands when entering the building, before and after escorting patient from the parking lot to the exam room and vs versa.
2. Staff to wear protective mask always when in contact with patients.
3. Staff will have patient fill out Screening form prior to entering the building.
4. Exam rooms will be cleaned after each patient with disinfectant. (Staff must wear gloves when using disinfectant)

## **COVID – 19 Patient Protocol**

### **In – office visits**

1. Patient to arrive at CVN prior to appointment time.
2. Patient to call the office to notify staff of arrival.
3. Patient will wait in parking lot for staff to escort them to the exam room.
4. All patients must wear a surgical, or N95 mask unless prior exemption has been established. (Respiratory issues) CVN will provide mask to patients that arrive with cloth, or other fabric mask.

## Maintaining Workplace Safety Using OSHA and CDC Guidance

**Encourage social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness. In terms of COVID-19, social distancing best practices for businesses can include:

- o Avoiding gatherings of 10 or more people
- o Instructing workers to maintain at least 6 feet of distance from other people
- o Discouraging people from shaking hands

**Manage the different risk levels of employees**—It is important to be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain 6 feet of distance from other workers, customers and visitors.

**Support respiratory etiquette and hand hygiene**—Businesses should encourage good hygiene to prevent the spread of COVID-19. This can involve:

- o Providing tissues and no-touch disposal receptacles
- o Providing soap and water in the workplace
- o Placing hand sanitizers in multiple locations to encourage hand hygiene

**Perform routine environmental cleaning and disinfection**—Businesses should regularly sanitize their facility to prevent the spread of COVID-19. Some best practices include:

Cleaning and disinfecting all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

- o Discouraging workers from using other workers' phones, desks, offices, or other tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- o Providing disposable wipes so that commonly used surfaces can be wiped down by employees before each use.