



Safety Protocol for Patients and Staff:

- Upon arrival, please call our office from your car and a member of our surgical staff will conduct a brief COVID-19 screening and come out for a temperature check.
- All patients (and required companions) will be asked to sanitize their hands immediately upon entry to the office and will be taken directly to the treatment room.
- Patients may not bring companions to their appointment, except for instances where the patient requires assistance (children, patients with special needs, elderly patients, etc.). In those instances, companions are limited to **one** person.
- We will enforce strict social distancing for patients and staff members not directly involved in the patients' care
- There will be a COVID-19 risk screening of all patients by phone within 24 hours prior to appointment.
- We will repeat this COVID-19 risk screening of all patients during their visit.
- Daily COVID-19 risk screening and temperature checks will be conducted for all employees prior to entering our workspace.
- All staff will practice frequent hand washing and hand sanitizing.
- All clinical staff will wear a new pair of gloves per patient and will wear face masks, full gowns and protective eye shields in patient treatment areas.
- Surfaces, workspaces and office common areas will be cleaned and disinfected at frequent intervals.
- Treatment room surfaces will be sanitized between each patient visit.
- No cash payments will be accepted; a credit card authorization must be returned to us prior to appointment.

How you can help:

- All required paperwork for your visit will be emailed to you. Once completed, it will automatically send back to us. This paperwork must be returned to us no later than 24 hours before your appointment. It is important that you do not bring papers to the office with you.
- Please send pictures of your ID and front and back of your insurance card to our secured office email.

- Please promptly answer or return all calls from our office as this is important for pre-visit COVID-19 screening. If we are unable to reach you for screening, your appointment will be delayed or rescheduled.
- Please wear a face mask once you enter our office. Facemasks MUST cover BOTH nose and mouth. Clean homemade masks are acceptable (must be minimum 2 fabric layers thick). Due to nationwide shortages, we regret that we are unable to supply masks to patients.
- Please do not bring companions to your visit unless required (ex. children, elderly patients, patients with special needs) If you do require a companion, it will be limited to one person who can accompany you to the treatment room. They will also be screened for signs and symptoms of COVID-19 and will not be allowed entry into the office if signs and symptoms are present.
- Please promptly read all correspondence from our office so that we can keep you informed and safe.
- Please do not bring electronic devices (tablets, cell phones, etc) into the office.
- Please refrain from using cash for payment.

We look forward to seeing you soon!

The Greater Atlanta Oral Facial Surgery Team