

FRONT DESK POLICIES

1. MUST wear masks.
2. Patients should be called before evaluation and asked screening questions- if all answers are no, it is safe for them to come into the office. If they answer yes to any question- consult with PT before going any further
 - Do you have any of the following symptoms: fever, cough or shortness of breath, sore throat, or systemic symptoms like myalgias or chills?
 - Have you been in contact with anyone with the above symptoms in the past 21 days?
 - Have you or someone you know been diagnosed with COVID-19 in the past 21 days?
 - Have you been quarantined due to COVID-19 in the past 21 days?
 - Have you travelled in the past 14 days?
3. The front desk has been instructed that In order to minimize the amount of people in the office at one time, we cannot accommodate early or late appointments.
4. Have all patients review screening questions on the counter every visit- if all answers remain “no”, it is safe for them to come into the office.
5. Ensure all patients utilize hand sanitizer upon entering the office before they touch the CC machine (a sign will be put up on the counter to remind patients of this).
6. CC machine and pen need to be wiped down after every use. Periodically wipe down counter
7. Before the start and at the end of the shift- disinfect work station (i.e.- computers, phones, desk, pens used, etc)
8. If any supplies are running low- please notify one of the owners

PT POLICIES

1. MUST wear masks
2. Wash their hands after manual treatment.
3. Wipe down elevator and door handles leading into the office before and after shifts
4. Review medical history prior to IE to determine if comorbidities put patient at increased risk
5. Check O2 levels if patient seems appropriate
6. Do not prescribe any ther ex with therabands (can use for HEP)
7. If any supplies are running low- please notify one of the owners

AIDE POLICIES

1. MUST wear masks
2. Wipe down all equipment touched after the patient finishes their routine. Wait until each patient completes the gym exercises.
3. Use hand sanitizer after cleaning equipment.
4. Wipe down cubbies that have been used after every patient
5. Utilize hand sanitizer or wash your hands after every patient (as you see necessary)
6. Before and after shift, wipe down IPADs, computer, highlighters and pens
7. Pillow cases must be changed after every patient. Geoff has continued to change only at end of shift, but then again most pillows only used once secondary to lack of patients.
8. If any supplies are running low- please notify one of the owners

PATIENT POLICIES

1. Must wear a mask when entering the building and have them on at all times (sign on the door as they enter to let them know they cannot enter without a mask)
2. Appointments will be managed to allow for social distancing by asking patients to wait in their cars instead of the reception area until their appointment time.
3. Please arrive at the office at THE time of your scheduled appointment. In order to minimize the amount of people in the office at one time, we cannot accommodate early or late appointments.
4. Please minimize the number of belongings you bring into the clinic and ONLY utilize cubbies to hold your personal belongings.
5. Please take stairs if you are able and allow for those who are unable to take the elevators.
6. Doors to office will remain open so hands don't touch door handles
7. Utilize hand sanitizer or wash their hand upon entering the office.
8. Our waiting rooms will have a few chairs that can be used if you need a rest. Otherwise, we discourage the use of the waiting rooms and will no longer offer magazines in the waiting room as it is difficult to clean and disinfect such items.
9. If a patient's health status changes at any point before, during, or after treatment- they must notify JPT immediately.