

Ellen Silver Acupuncture will not be treating any known, or suspected, cases of Covid-19 in the office. Following are our new procedures:

1. The day prior to your appointment you will receive a symptom questionnaire by email that you must respond to prior to coming in. Once you hit “submit” it will go directly into your chart.
2. Upon entering the building, **all patients are required to**
 - a. **Sanatize hands before entering-this is provided just outside the door.**
 - b. **Wash their hands once entering the office.**
3. We will meet you at the door to do a quick temperature check with an ear thermometer or verify that your temperature is normal.
4. **All patients are required to wear a face covering of some kind the entire time you are in the office, for the duration of the treatment.** We will be wearing surgical masks.
5. You will be taken to the treatment room directly. **No waiting in the waiting room.**
6. We will require “touch less” payments for all patients. *You will be asked to put a credit card in the system to expedite that process at the end of the treatment.* Venmo is also welcome, if done at the time of service.
7. Follow up appointments can be scheduled prior to leaving the treatment room. Scheduling ahead of time on line, if you are able, will help to expedite our check out process.

What we need from you:

1. Please do not bring anyone with you to your appointment. Should you need to bring a child, please give us a call.
2. Please DO NOT bring unnecessary items into the office with you, i.e., purses, bags, water bottles, iPads, etc.. The fewer items you have the less likely we will have any issues with contamination.
3. Please DO NOT come to your appointment if you have, or have had, any cold or flu symptoms in the past 14 days, have traveled recently, or have any of the symptoms that are associated with Covid-19. This applies if you have a household member with any symptoms. We know that there are many

silent carriers, but our goal is to minimize any exposure of known causes. **Instead, call us to reschedule or discuss other options.**