***COVID-19 IN-OFFICE Assessment Doors Open Protocol***

**If you are scheduled for an in-office visit, please follow the protocol outlined below:**

1. Do not arrive early-please arrive only a few minutes before your scheduled appointment

2. Come equipped with a mask-disposable or reusable-and have it appropriately put on BEFORE you enter our office for your appointment. A mask is **mandatory**

3. All spouses- including children and/or friends- must remain outside the building or in your vehicle for the duration of your appointment, unless these members also have an in office appointment scheduled at the same time

4. Any accessory that is NOT required for your appointment, must remain in your vehicle or outside for the duration of your appointment. This includes, but is not limited to: cell phones, jackets, purses, reading material

5. Upon entering you will be required to use hand sanitizer and to still remain an appropriate 2 meter distance while we direct you to the exam room

6. Once in the exam room, please sit on the chair provided and refrain from touching anything unnecessarily while you wait

7. At the end of your appointment, please exit the room and be mindful of maintaining a 2 meter distance from all staff members and EXIT through the door closet to you

8. If you require a follow up appointment, **please wait patiently until we can help you**. Please keep in mind that unless the doctor has specified another in-office exam, then your next appointment will be via Telehealth video or phone call

Please follow these protocols to the best of your ability, as this will be a longer procedure than all of us are used to.

**A list of things to be mindful of during your COVID-19 ASSESSMENT:**

1. Office washroom will **not** be available

2. Wearing a mask during your in-office assessment and/or parking lot assessment is **mandatory and you must provide your own**

3. **ALL forms will be a minimum 1 week turn around and payment is required by cheque/e-transfer/cash upon completion**

4. You will not be able to receive any print outs of your lab work or consult reports during this time. If you wish to review any labs or investigations, please refer to our website at bridgesidemedical.ca to learn how to sign up for *myehealth* or *myhealthportal* through Valley Medical Laboratory or Interior Health