

KELLOGG CLINIC'S PLAN TO RESPONSIBLY SERVICE OUR CLIENTS AND STAFF DURING THE COVID-19 CRISIS

The health and welfare of our staff and our clients is the #1 priority of Kellogg Clinic. In consideration of recommendations by the CDC, federal and local governments, and multiple physicians, we will be re-opening Kellogg Clinic upon approval.

We will be implementing best practices to ensure we are making every effort to provide a safe environment for our clients and our staff. What follows is a detailed plan that we will adhere to for the foreseeable future.



Staff and Client Health

THE HEALTH AND SAFETY OF OUR STAFF AND CLIENTS WILL BE OUR #1 PRIORITY

1. We will encourage our clients and our staff to continue to practice social distancing.
2. We will be sanitizing the front waiting area, including counters and tables, multiple times every day.
3. Kellogg Clinic will be lengthening all treatment times to give more time to thoroughly sanitize each treatment room after use.
4. We will be sanitizing all door handles multiple times every day.
5. We will be sanitizing counters and computer keyboards multiple times every day.
6. We will be sanitizing the bathrooms multiple times every day.
7. Every staff member will be scheduled a mandatory lunch break to enable them to catch up on charting, cleaning, etc. These breaks will be staggered to reduce any congestion in the provider station.
8. We will ask all clients to come with a face mask and to wear it when possible. If they do not have a mask, we will provide one for them.
9. The front desk will not handle any credit cards. The client will insert the card themselves. We will encourage our clients to register their credit card on file with us so on future visits, no physical transaction will be necessary.
10. Our staff will be reminded to avoid touching their faces as much as is possible.

Hand Washing and Hand Sanitizer

1. We have hand sanitizer dispensers throughout the clinic. We will encourage our guests to sanitize their hands prior to entering the clinic and treatment rooms.
2. Our support staff will wash their hands with soap and warm water for at least 20 seconds every hour.
3. Our providers will wash their hands, and/or use hand sanitizer, before and after each treatment.

Signage

1. We will post signage throughout the office reminding staff and clients of our health practices.

Personal Protective Equipment (PPE)

1. Kellogg Clinic will provide all employees with multiple cloth masks. These masks can be taken home and washed for reuse. When providers are performing any ablative treatments, they will wear our medical masks.
2. Gloves are to be worn by all providers during all treatments.