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The following procedures are provided courtesy of

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Date: April 28, 2020

## Clinical Operational Procedures for Contagion Management

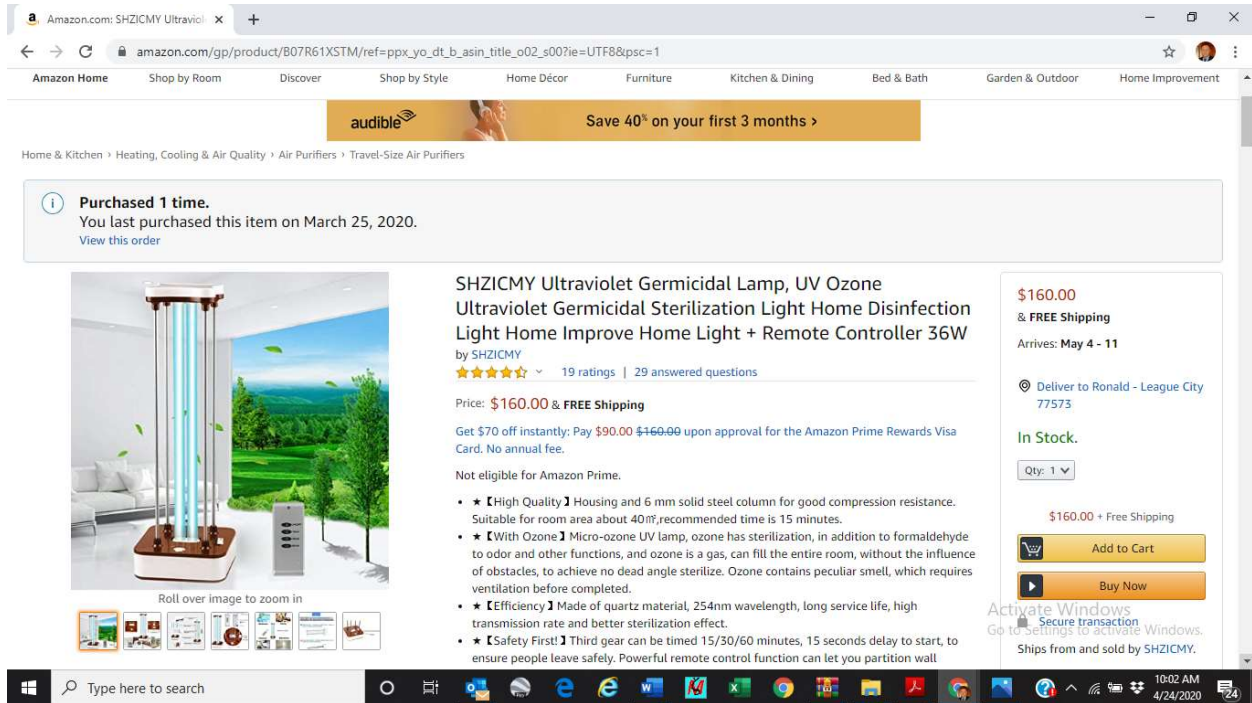
1. Appoint and document a safety/health monitor for your clinic and give that person the power to ask client, staff, or clinician to leave your clinic.
2. If any staff is exposed to someone with (suspected of) coronavirus, they must self-isolate for 14 days.
3. Procure sufficient personal protection equipment (PPE) such as lab coats (screen shot below), N95, KN95, or equivalent masks, eye protection, and gloves.
4. Stop any outside cleaning service from entering your office in order to reduce potential contamination.
5. Assure that your buildings cleaning service is taking extra steps to disinfect common areas (restrooms/elevators).
6. Establish a decontamination closet for your PPE and equipment (UVC/Ozone Lamp, screen; shot below) to be used after hours when no one is in the office. Note: it takes no longer than four hours for Ozone to convert back to O2.
7. Take staff's temperature as they arrive at the clinic and document it daily.
8. Take each person's temperature in the waiting room prior to them entering your office.
9. Use medical grade disinfectant to wipe down all surfaces before and after each patient (screen below).
10. Use a UVC (screen shot below) sanitizer to disinfect electrodes between patients.
11. When possible, leave office door open or provide hand towels and waste basket to prevent door handle contamination.
12. Configure waiting room chairs to maintain social distancing guidelines.
13. At each visit, ask the following:
  - a. Have you been experiencing any of the following?
    - i. Fever or chills
    - ii. Fatigue or general aches and pains
    - iii. Dry cough or cough with mucus or blood
    - iv. Sore throat or runny/stuffy nose
    - v. Unexpected loss of smell or taste
    - vi. Loss of appetite or nausea/vomiting/diarrhea
  - b. Have you traveled outside of your state?
  - c. Have you been in contact with anyone suspected or diagnosed with coronavirus?
14. Request that all who enter your clinic wear masks and all greetings should be virtual.

Lab Coat Screen Shot <https://amazon.com>

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UVC/Ozone Lamp Screen Shot <https://amazon.com>



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- ★ **Efficiency** Made of quartz material, 254nm wavelength, long service life, high transmission rate and better sterilization effect.
- ★ **Safety First!** Third gear can be timed 15/30/60 minutes, 15 seconds delay to start, to ensure people leave safely. Powerful remote control function can let you partition wall

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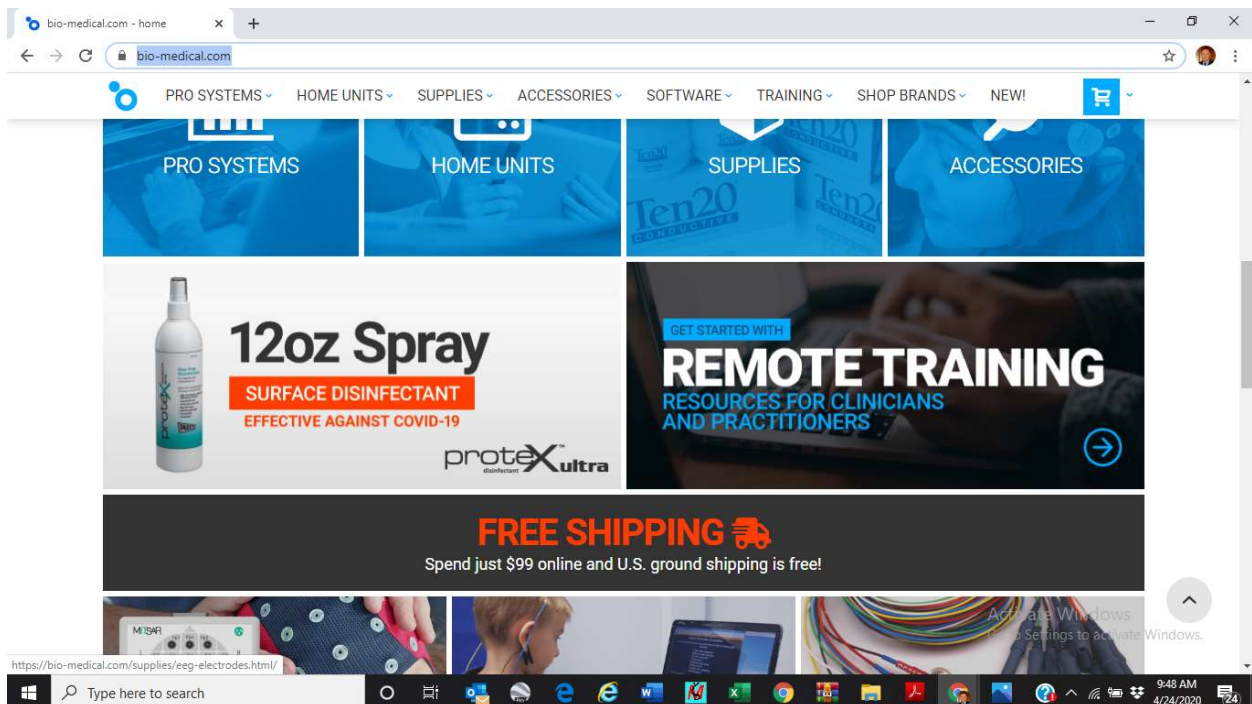
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- ★ Larger Space for Any Phone: The UV sanitizer designed with larger space which fit different size. The size for cell phone up to 7 inches such as iPhone Samsung also good for rings, watches, makeup, earphones, toothbrushes, keys, spoons, eye-glass and any other small objects.
- ★ Aromatherapy Function: Drop a few drops of essential oils which your like into the cell phone sanitizer can add pleasant fragrance for beloved thing while sanitizing. The uv

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