

## **Office Policy** **(Effective June 2020)**

Aloha,

As we welcome our patients back, we remain committed to the safety of you and your ohana. To help us maintain the health and well-being of our staff and patients, kindly note the following updates to our office policy:

### **Before Your Appointment:**

Please postpone your appointment if you (or anyone in your household):

- Experience any symptoms of illness (including congestion or runny nose, sneezing, coughing, diarrhea, fatigue, fever/chills, muscle or body aches, nausea/vomiting, new loss of taste or smell, shortness of breath, sore throat) within 14 days prior to your scheduled appointment;
- Are diagnosed with COVID-19;
- Have been exposed to anyone diagnosed with COVID-19;
- Traveled outside of Hawaii within 14 days prior to your appointment.

### **At Your Appointment:**

To comply with social distancing guidelines and ensure that our staff has enough time to thoroughly clean the office in-between appointments:

- **Please remain in your car or outside of the office** until your scheduled appointment time.
- **When you arrive, please call # 808-941-3811 to check in.** We will let you know when we are ready for you to come in.
- Please note:
  - **Only 2 people** are allowed in the waiting room. (Example: Parent and child, caregiver and patient.)
  - **Face masks are required.**
- Please ask for assistance if you would like to try on glasses/frames.

**After Your Appointment:**

- If you experience any symptoms of illness 14 days after your appointment, please contact our office.

Thank you to our patients! We sincerely value your trust and loyalty, and we look forward to seeing you soon.

Mahalo!

Dr. Clayton Y. Gushiken