

Dear Friends, Family, & Patients,

Over the last few months we have faced many challenges with regard to the Covid 19 pandemic. We want to assure you that protecting the health of our patients and staff is our top priority. Following the recommendations of the CDC and our government leaders, we have taken many steps to reduce the risk of exposure and transmission of COVID-19.

It is our sincere hope that everyone in your family and circle of friends are staying safe and healthy during this difficult time. This crisis has touched everyone in some way, we are all in this together.

We have opened the office and are ready to take care of your gynecologic health needs. We are taking steps, in accordance with national guidelines, to keep you and our staff healthy and safe.

- Staggered Appointments: We will be staggering the appointments to ensure adequate time to wipe down spaces in order to maintain a safe and socially acceptable 6 foot distance for patients.
- Screenings: We will be screening patients over the phone and at the time of their appointment to ensure they are healthy.
- Reduced and Healthy Staff: Any of our staff who can work virtually will be working outside of the office, and all staff will be screened daily to ensure they are healthy.
- Protective Equipment: Our staff and patients with appointments will wear a mask and gloves at all times.
- Cleaning: We are cleaning all touch points after each visit with a virucidal, antibacterial, germicidal wipe. A thorough and deep cleaning is done at the end of the day. The office is professionally cleaned every week.

Please read the following directions carefully:

1. Do not schedule an appointment if you believe you have been exposed to anyone with Covid-19 in the past 3 weeks; The staff will ask you about your social distancing and exposure during the past 3 weeks.

2. Do not schedule an appointment if you experience any of the following symptoms:

- you just don't feel well
- cough
- fever
- nasal congestion

3. Please come alone, family members will not be allowed into the exam rooms. This to limit the number of exposures to our staff and patients.

4. You must bring a mask and wear it at all times when you enter the office. Please bring your own gloves and pen as well.

We are also offering Telemed services through a HIPPA compliant, video appointment. Please call the office if you are interested in setting up a Telemed appointment. You will be sent an email with a link to click on. The staff will call you when Dr Patel is ready for your appointment. The visit will be billed to your insurance company as a regular visit in the office would be. Please call the office if you are interested in scheduling a Telemed appointment.

Please be advised that we will continue to communicate any changes in protocol as they occur. We feel strongly that these measures will help reduce transmission and cases of COVID-19. We thank you for your cooperation and understanding, and rest assured, we will be with you every step of the way.

Warmly, Dr. Patel and Staff