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**OFFICE SAFETY PRECAUTIONS IN EFFECT
DURING THE PANDEMIC
HANDOUT**

SHOREHAVEN is taking the following precautions to protect our patients and help slow the spread of the COVID-19.

- We arranged the waiting room and therapy rooms for physical distancing.
- My staff and I wear masks... except when we judge the situation to be safe enough for therapy without face covering. If you would like your clinician to wear a mask, please ask.
- My staff maintains safe distancing.
- Everyone should wash their hands frequently and thoroughly.
- Hand sanitizer that contains at least 60% alcohol is available.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- We ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
- We frequently sanitize credit card machines, pens, doors, and high-touch areas.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of frequently.
- Common areas are disinfected regularly.
- In my travels in the community, I take precautions to minimize my exposure to the COVID-19 as much as I can.
- Every morning, I evaluate any health symptoms I may observe and determine if it is reasonable to provide live, in-person therapy that day.
- We can switch to visits by telehealth. Note that your insurance company determines if telehealth or telephone therapy is a covered service and that determination will be considered when we recommend telehealth.
- Please tell me right away if you or a member of your immediate household has COVID-19 symptoms, tests positive, or has been exposed to the infection. We can discuss a switch to telehealth.
- I will tell you if I or a member of my immediate household has COVID-19 symptoms or tests positive or has been exposed to the infection. We can switch to telehealth.