



Peak Performance Therapy, LLC

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Category: Memorandum of Record

Title: PPTC COVID-19 Response- Addendum 11/16/20

Memorandum: In order to help stop the spread of COVID-19 and keep patients and staff safe, Peak Performance Therapy Center (PPTC) will continue to respond to the COVID-19 outbreak, by following all WA State recommendations for health care providers and WA State mandates for business safety. This addendum memorandum will update the current PPTC COVID-19 Response Policy.

- PPTC will strictly adhere to all WA State mandates for safe businesses during the COVID-19 pandemic:
 - All patients will be required to wear a face covering upon entering the PPTC building as signage states. Masks must stay below the chin and above the nose to adequately protect staff and patients. Patients should be reminded and corrected if their mask falls out of position.
 - Future patients will be reminded on the initial phone call, that a face covering, and an accurate health screening are mandatory every visit in order to be treated.
 - Patients unable to wear a mask for medical reasons will be given an alternate choice of a face shield.
 - Patients refusing a mask or accommodation of a face shield, will not be seen at PPTC, no exceptions. In the instance of refusal, the patient's physician will be notified, and requested to have the referral transferred to another facility that is better able to treat an un-masked patient.
 - Patients entering the building without a mask will be asked to don a mask immediately. If refused, the patient will be asked to step outside and will not be allowed to enter without a mask, or when medically necessary, a face shield.
 - Patients able to wear a face shield only for medical reasons, will be asked to sit in their cars to wait for their appointment, rather than the waiting room. They will be asked to call or be called 5 min before their appointment and given directions for entering the building. The South door of the clinic is preferential to use.
- PPTC staff will strictly adhere to all WA State mandates for safe businesses:
 - All staff will take temperature screens prior to entering the main clinic.
 - Masks are to be worn at all times in the clinic by staff, except the lunch room.
 - Hands are to be washed or sanitized prior to every patient encounter.
 - Staff will wear an N95 mask and face shield when treating patients with face shield accommodations.
 - Staff will clean their work area with Cavicide and all equipment touched following each patient encounter.
 - PPTC will continue cleaning the clinic 4 times daily with Cavicide and remain vigilant for COVID-19 safety issues.
- Patients and staff traveling and staying the night in high COVID-19 areas marked "maroon" on the CDC map will need to:
 - Produce a recent COVID-19 negative result or quarantine from PPTC for 14 days before returning.