

## Scope Medical COVID 19 Protocols and Procedures

Due to the current pandemic and health issues that continue to evolve around the effects of COVID-19 and our ensuring the health and wellbeing of our clients, examinees, customers and staff, Scope Medical will remain open for business however, we have implemented CDC and State of Massachusetts business re-opening guidelines.. We will continue to have full access to schedule examinations, reschedule examinations, schedule record reviews, send medical records to our physicians and answer any question you may have.

Essential employees needed to continue office operations will continue to work at our Stoneham location daily. We are following and will continue to follow the CDC Protocols <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> as well as The State of Massachusetts business re-opening guidelines <https://www.mass.gov/doc/employer-reopening-poster/download> regarding COVID-19 and apply these protocols to our daily operations

In the effort to continue abiding by CDC protocols and The State of MA guidelines and ensure the wellbeing of examinees and our staff, Scope Medical Examinations for May and June will be performed with the below guidelines.

- Scope staff are being asked not to enter the office should they have symptoms of illness, of any kind (e.g. fever, congestion, cough) Scope staff will be masked and gloved during hours of operation
- Common areas of the offices will be cleaned thoroughly multiple times a day
- Magazines and newspapers will be removed from the waiting area
- Examinees will be asked to sign a waiver prior to his/her exam acknowledging no recent temperatures, illnesses or COVID-19. Examinees will be asked to wear masks and gloves at their appointment.
- Examinees will be asked to wait in their car until the doctor calls them into the building for their examination. Only 1 person at a time allowed except for prior approved interpreters, counsel or legal guardian.
- Examinees temperature taken by infrared thermometer prior to entering exam room.
- When examinations resume, waiting area surfaces (e.g chairs, tables, television) will be wiped down and disinfected after every encounter.
- All desks, phones, and other office equipment will be cleaned on several occasions throughout the day while essential office staff are onsite
- Physicians will be asked to follow the same office guidelines and CDC guidelines when examinations occur onsite.

No visitors will be allowed in our office. List of visitors accepted (but not limited to) WITH prior approval from Scope Medical staff includes legal counsel, interpreter/translator or legal guardian.

We understand this is a fluid situation that can allow for uncertainty at this moment. We will continue to do our very best to ensure our staff, clients, and physicians are up to date on any and all protocol changes within the federal, state, and local governments.

We send happy positive thoughts and wishes to all our clients!!

In the meantime, should you have questions, please do not hesitate to be in contact with us.

Kathleen D'Amore

[kdamore@imeexams.com](mailto:kdamore@imeexams.com)

781-389-7265

Audrey Espinal

[aespinal@imeexams.com](mailto:aespinal@imeexams.com)

781-438-3335

Taryn McCall

[tmccall@imeexams.com](mailto:tmccall@imeexams.com)

617-827-8375

**Or just call our office directly at 781-438-3335. We will still pick up the phone on the first ring!!**