

Institute of Clinical Acupuncture and Oriental Medicine

RETURN TO TEACHING CLINIC COVID-19 POLICY

ICAOM teaching clinic will be restricted to the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use. The clinic waiting room is restricted to no more than 4 patients at any given time.

Appointments:

Clinic receptionist will call all patients the day before or the morning before their appointments to confirm the following:

1. Patients do not have any signs and symptoms of a cold, flu or COVID-19. These include a fever, sore throat, cough, loss of taste or smell, or digestive upset like diarrhea.
2. If patients are experiencing any of these, we will need to cancel or reschedule the appointment a later date.
3. As much as we are able, we will confirm that the patient has not knowingly been exposed to someone who has any signs of a cold, flu, or COVID-19 in the past 14 day.
4. Confirm that patient have not travelled outside of Hawaii within the previous 14 days. If patient have, we will need to cancel your appointment and rescheduled a later date.
5. Receptionist and Interns may contact patients for any updates regarding their current health conditions on the phone so when patient comes to the clinic, we are already aware of what you would like us to address.
6. Assign an intern with a supervisor for telemedicine consultation if patient cannot be treated in the clinic. A virtual intake and assessment will be performed, patients could pay by credit card with an extra shipping charge for mailing them their herbs.

Clinic Procedure:

All students and interns should perform the following in addition to current clinical protocols:

1. Interns and Supervisors must always wear disposable surgical masks in the clinic.
2. If any person that begin to experience signs of a cold, fever, or flu will have to leave the clinic.
3. Interns and students will be cleaning and sanitizing the treatment rooms between treatments and at the end of each day in accordance with CDC requirements.
4. Disposable examination table paper must be use on our acupuncture treatment tables after each patient.
5. We will promote contactless payments by using Square payment systems. These can be made by a credit card on file with us or via PayPal.

Guidance for Students, Interns, Supervisors, and Patients:

1. Please limit your personal items you bring to the clinic. Limit them to your phone, car keys, and payment method.
2. Hand washing and hand sanitizing stations will be available in the waiting room for you to clean your hands before entering the treatment rooms.
3. Wear a mask and have it on and in place before you enter the clinic. If you forget, we will provide one at the front desk. We cannot perform treatments to anyone without a mask, unless exempted with medical conditions such as asthma, COPD, etc..
4. Upon entering the clinic, receptionist will take your temperature with a contactless thermometer. If your body temperature is above normal (98.6 F or 36 C) you need to leave the facilities. Temperatures of 103 F or 39.4 C must seek immediate medical attention and go to the nearest hospital. We will cancel your appointment for that day and reschedule for a later date.
5. Only one patient can be inside the treatment room with an intern at any given time. Unfortunately, no friends, children or family members can come with you to your appointment.
6. There will be no walk-ins at the clinic, patients must call us outside the clinic for screening before allowed to be treated at this clinic or by appointment only.

In accordance with applicable federal, state and local laws and regulations, ICAOM should notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)

ICAOM will keep a daily log that documents the following:

1. Temperatures of all persons allowed in the clinic.
2. Signs or symptoms of cold, flu, shortness of breath, fever, dry cough, runny nose, sore throat, loss of taste or smell of all persons in the clinic.
3. All patients' recent travels outside of the United States or Domestically within the U.S.
4. Any exposure to or tested Positive with COVID-19
5. COVID -19 Informed consent to treat form signed by all patients

ICAOM will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

Adopted on: 05/30/2020

Revised on: _____

Approved by: Dr. Wai H. Low (COVID-19 Point of Contact)

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>