May 28th, 2020

To meet the challenge of the COVID-19 pandemic, we are continuously striving to provide accessible and high-quality medical care while also ensuring that the Clinic for Special Children (CSC) is a safe place for our patients and their families. Beginning June 8, 2020, we plan to increase the CSC's capacity for on-site visits, home visits for the Cherished Lives program, research studies, and immunization clinics.

This decision was made out of our patients' growing need for on-site services during this unprecedented time. We want to be clear that COVID-19 is still a very real and critical health risk, and will likely remain so for many months to come. Our medical team strongly urges that you continue to follow all precautionary guidelines emanating from the U.S. Center for Disease Control (CDC), state governor's office, and your local health department. Failing to do so puts lives at risk.

Our team has been working diligently to establish a set of safety guidelines to protect our patients, their families, and our staff as we increase these services in the face of an ongoing COVID-19 risk. Examples of these precautions include:

- We will screen each person who enters the building for fever and signs of illness.
- Each family will receive a call before their appointment for the purpose of screening and guidance.
- We will ask each person who enters CSC to wear a mask and practice social distancing. Members of the CSC clinical team will wear personal protective equipment (PPE) during all visits.
- The use of waiting rooms will be restricted with limited access.
- We will follow strict disinfecting procedures and, for an extra level of protection, plan to install antigerm air purifiers throughout the building.
- For the safety of our patients and staff, we will limit the number of people in the building, and will therefore ask that only the patient and one (1) parent/caregiver attend routine office visits.

We will continue to offer telehealth services, where appropriate, to patients who do not need to come into the office for a visit. The Clinic continues to offer normal operating hours, Monday – Friday from 9:00 a.m. until 5:00 p.m.

We plan to continually update our policies and procedures to reflect current health and safety recommendations and will communicate any important changes as they occur. We appreciate your patience and support as we continue to face this challenge together, with the strength that comes from common purpose and mutual trust.

Yours Sincerely,

Kevin A. Strauss, M.D. *Medical Director*