

**For entry into Eau Claire Institute of Electrology all persons must do the following:**

1. When you arrive please call 715-832-1183 if no one answers we are not ready to have you enter so just leave a message with your name and cell phone number. This allows our staff to adhere to CDC guidelines for social distancing. When the room is ready we will call you to enter the office.
2. Please limit your items you bring in to your phone, coat, keys and payment method.
3. Your temperature will be taken upon entry. If a fever is present we will reschedule your appointment for a later time.
4. You will be asked to use hand sanitizer upon entering the office.
5. A mask will be provided for you to wear while walking the common areas of the office. Your electrologist will let you know when you are able to remove the mask.
6. No client guests (including children) are allowed into the office. Please make arrangements to follow this protocol.
7. Payment methods involving cash or check will be done in the treatment room prior to heading through the common areas. If you are using credit that will be done up front just prior to leaving.
8. When exiting the office, please be sure to put your mask into the dirty garbage to be laundered.

**DO NOT ENTER THE OFFICE IF YOU EXHIBIT ANY OF THE FOLLOWING:**

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Please understand that we are taking extra precautionary measures to keep everyone safe during this time including: closing our waiting room, eliminating candy and handouts, workstations and rooms will be fully sanitized and disinfected in between each client, an extra sheet drape will be used to cover each client during the treatment, and all clients and employees will be masked when able throughout the time in our office. Thank you for working with us to keep our environment as safe as possible. We've missed you and are very excited to slowly get back to a norm.

*Your Eau Claire Institute of Electrology Team*

