

THE OFFICE OF SCOTT M. HUTCHINSON

WE ARE FOLLOWING THE RECOMMENDATIONS BY THE CDC
(Centers for Disease Control) regarding
the Corona virus (COVID-19)

- 1. EFFECTIVE MARCH 23, 2019 ALL CONSULTATIONS AND APPOINTMENTS WILL BE BY TELEPHONE AND/OR VIDEO CHAT. PLEASE CALL US NOW TO SCHEDULE AT (503) 808-9032.**
- 2. IF YOU NEED TO DROP DOCUMENTS OFF TO OUR OFFICE (*because you cannot email or fax them to us*) THAT IS OKAY, UNLESS YOU ARE SICK. DO NOT COME BY IF YOU ARE SICK. IF YOU ARE SICK, INSTEAD, You can (1) mail us the documents, (2) have a delivery service deliver them, or (3) have a non-sick family member or friend drop it off to us. If hand delivering, *call first to make sure one of us will be here.***
3. Our office policy is for any sick staff to stay away from the office and work remotely until cleared by his/her doctor to return to work. Currently, all staff except for Mr. Hutchinson have chosen to work remotely for the time being.
4. We are doing extra sanitation of our office every workday (*for example, wiping down all door handles, arm rests, and desk surfaces with disinfectant*). My staff and I are washing our hands and using hand sanitizer liberally.
5. If for some reason, there is an in-person meeting, please use the hand-sanitizer in the reception room when first arriving to your appointment. We will not be shaking your hand, but we are happy to do an elbow bump or non-contact salutation. If you need to cough or sneeze, make sure to direct it away from any other person and into your elbow or tissue. (*if you use a tissue, you will need to use hand-sanitizer afterwards*)