

## Memo on Covid-19

To: All of our patients & guests

From: The owners and staff at The American MRI Family

As we all know, the Covid-19 virus, or the “Coronavirus”, is making us all rethink our daily routines. It is no different for our staff or our business. To that end, we want to assure you that we are taking reasonable steps as recommended by the CDC to minimize the risk of transmission of Covid-19 within our office and among staff and patients.

**Specifically, we have:**

- **Implemented an enhanced cleaning protocol:**
  - **Cleaning the check-in area, pens and other items handled frequently each day.**
  - **Disinfecting the MRI room and its components multiple times per day.**
- **Encouraging staff to wash their hands on the hour as part of their routine & keeping hand sanitizer available (as long as we have it!).**
  - **Screened patients will have access to wash their hands in our in-office bathroom.**
- **Reminding everyone to maintain a greater “social distance”.**
  - **So don’t think we are being impersonal!**

Should you have any concerns or questions, please feel free to ask!

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**WE APPRECIATE YOUR BUSINESS. THANK YOU!**  
**The Owners and Staff at The American MRI Family**