

Memo

To: All staff
From: Management
Date: 03/04/2021
Re: Update on schedule template

Starting in June, the current scheduling template will change to the following.
All of the offices will go back to the 12 pm lunch hour.

8:20 am to 12:00 pm - WCCs
12:00 pm to 1:15 pm - Lunch
1:20 am to 2:30 pm - WCCs
2:40 pm to 5:00 pm - sick or well visits (Pre-Covid schedule)

The scheduling template will change again in September to the following.

8:20 am to 10:00 am - WCCs
10:10 am to 11:50 pm - sick and well visits
12:00 pm to 1:15 pm - Lunch
1:20 pm to 3:00 pm - WCCs
3:10 pm to 5:00 pm - sick or well visits (Pre-Covid schedule)

Newborns should still preferentially be scheduled at the beginning of the day and for the parents that prefer to schedule a wellness visit late in the afternoon, please continue to give the parent full disclosure that they are potentially at risk of coming in during sick visit times.

In the late future of 2021 or 2022, we plan on going back to our normal schedule.