

TEMPLATE LETTER TO PATIENTS (PEDIATRICS)

Customize this letter to send to families encouraging them to return to the office for well-child visits and vaccinations.

Dear Parents,

To keep your child safe and healthy, we are open for regular checkups, blood lead screenings, and immunizations. Keep your child safe from preventable and serious diseases, such as measles and whooping cough—make an appointment to get your child up to date on routine vaccinations today. Children 12 years of age or older can now get their COVID-19 shot at the same time as other recommended vaccines.

We are taking extra steps to help protect you and our staff during COVID-19, including:
[Please omit the ones that do not apply]

- Wearing masks at all times.
- Cleaning exam rooms between patients.
- Spacing out well and sick visits.
- Checking everyone's temperature before they enter.
- Limiting visits to one caregiver per child.
- Asking parents or caregivers to check in from their car.
- Addressing your questions over the phone or computer before the visit, so we can lessen your time at the clinic.
- Offering curbside visits in our parking lot! Please park and call our office upon arrival. We'll come out to see you!

Tips for keeping your child safe during their visit:

- Is your child 2 years of age and older? Please have them wear a mask before entering our clinic (do not use if your child is having trouble breathing). Parents and caregivers also need to wear a mask.
- Use hand sanitizer before entering and after leaving our clinic. We have some available by the front door!
- Please call us upon arrival and wait in your car. We'll let you know when we are ready to see you.

Please call our office at (XXX) XXX-XXXX to schedule your child's checkup, follow-up appointment or shot visit. Staying on track with needed checkups, blood lead testing, and recommended shots especially during COVID-19, is very important to your child's health.

With you in health,
Dr. [your name here]