

Covid-19 Office Safety Protocol

A) Staff and Front Desk Check in:

1. Temperature on every staff member every morning, including the physicians. If staff is febrile they should be asked to leave and self-quarantine. Seek Covid-19 testing if available.
2. Check temperature on EVERY PATIENT entering the office. If over 99.5, ask politely to leave. Inform patient they will be called by the office staff if requiring a prescription refill.
3. Continue to ask screening questions
 - i. Has anyone in your household travelled in the last 2 weeks? If so where?
 - ii. Have you or anyone you have come into contact with had a fever (greater than 99.5) in the last 2 weeks?
 - iii. Do you have a cough, sore throat or other flu like symptoms?

B) Patient Room Cleaning:

1. After each patient leaves the room for checkout, sanitize the following using ONE wipe if possible (we are trying to conserve as much as possible before supplies run out. If you absolutely cannot do it all with one wipe, you can use a 2nd).
 - a. Door handles inside and outside
 - b. Countertop
 - c. (Dr. H portable tables)
 - d. Chair Arms only
 - e. Patient Bed
 - f. Clipboards & pens that were used by the patient
2. Escort Patient from waiting area to the designated patient room.
3. Open all doors for the patients. We do not want them touching door handles.
 - a. If you notice patient touching doorknob, please wipe down immediately.
4. Escort patient into their chair and ask them to remain seated, and to use their clipboard to fill out any paperwork. They should not be using countertops or tables for personal affects.

C) Medical Assistant Self Cleaning Requirements:

1. Do not wear gloves outside of patient rooms. If you are wearing a glove in a patient room, dispose of it prior to exiting the room. If you keep on gloves, you will be spreading any contaminant you touch to fellow staff.
2. WASH YOUR HANDS or USE PURELL after every patient encounter. Do this immediately after leaving each room before touching anything else.
3. Minimize time spent in rooms with patients. Be as brief as possible.
4. Leave door slightly ajar while rooming patient.
5. Refrain from taking vitals on all patients being roomed unless they are undergoing a procedure or in distress.

D) Procedure Room & Radiology Technician Cleaning Requirements:

1. After every procedure, completely wipe down the bed, paying extra attention to the areas where the patient's hands and face came into contact.
2. If patient's personal belongings or paperwork are placed on a table (Dr. H)/chair(Dr. K), wipe down that area after the patient leaves.
3. Wipe down the Doctor's procedure stand prior to opening a new procedure tray.
4. DO NOT wear gloves outside of the procedure room. Remove gloves when leaving the procedure room. You are spreading contaminant if you do this.

5. If patient is being moved to another room, open the door for the patient and ask them to take a seat in the chair.
6. WASH YOUR HANDS or USE PURELL immediately after every patient encounter.

E) General Staff Cleaning & Safety Requirements:

1. SOCIAL DISTANCING
 - i. Maintain maximum possible distance between yourself, other staff members, and patients.
 - ii. If checking out a patient, politely ask the patient to take a step back if they lean over or onto the counter.
 - iii. DO NOT lean over someone while they are using a computer or on the phone.
 - iv. Do not sit close to other staff members at lunch tables.
2. WASH HANDS frequently
3. DO NOT touch other staff members
4. DO NOT touch another staff member's computer/keyboard unless absolutely necessary. If doing so, wash hands immediately after.
5. Assume ALL KEYBOARDS are dirty/contaminated.
6. Please DO NOT touch your face unless washing your hands first. This is one of the main modes of virus transmission
7. Only utilize the staff bathroom. Wash your hands and use paper towel to open the doorknob before leaving. Refrain from using the patient bathrooms.

F) Home Safety Recommendations:

1. The current guidelines ask that all residents of several states including CA, CT, IL, NY, OH stay in their home unless attending to "essential" matters. These matters include:
 - i. Going to an "essential" work (ie. healthcare)
 - ii. Grocery Store
 - iii. Pharmacy
 - iv. Gas
2. DO NOT have anyone over your home. Stay at home with those you live with.
3. DO NOT visit other people's homes/apartments unless it is an essential family emergency.

IF YOU FEEL SICK OR ARE EXPOSED TO ANYONE WITH A FEVER, COUGH, OR SYMPTOMS OF COVID-19, YOU MUST REPORT THIS TO YOUR SUPERVISOR PRIOR TO COMING INTO WORK THE NEXT DAY

Do your best to adhere to the above guidelines at all times. This is for your safety, our families' safety, and the patients' safety. There will be times when the above does not apply, such as handling an urgent situation in the office, but generally speaking, they should be followed. We understand that it is difficult to stop social interactions outside of work, but this is an essential component of our state's management of the COVID-19 pandemic and it is every person's responsibility to do everything they can to minimize the spread. This will soon pass, but until then we need to take care of ourselves and each other.