

	COVID-19 INFECTION PREVENTION CHECKLIST FOR AMBULATORY/OUTPATIENT SETTINGS	Date	
Performed By		Practice	

Metric	Description	Yes	No	Comments
Staff	Practice team members are aware and know where to find the most up to date COVID-19 infection control guidelines.			
	Staff complete symptom log daily upon arrival. Staff understand to notify supervisor immediately to report symptoms and not report to work. Employees should not report to work when exhibiting signs and symptoms of potential COVID-19 infection (fever, cough, sore throat, loss of taste and or smell and tiredness).			
	Staff wear appropriate PPE and are trained in use. Staff are fit tested for use of N-95 masks, when appropriate.			
	Staff are socially distant.			
Practice waiting room/visitor policy/patient arrival	Masks and hand sanitizer available in waiting room. All visitors and patients appropriately wearing masks. Patients and visitors screened for symptoms of COVID-19. Facilities have prominently posted signs near entrance doors to include: Requirements stating each patient and visitor wear a mask. Provides space in waiting rooms while encouraging individuals to sit as far away from others as possible. Note: If patient presents with COVID-19 symptoms (fever, cough, sore throat, loss of taste and or smell) facilities will place patient in a separate room or have them wait in their car while waiting to be seen by the provider for their appointment.			

Metric	Description	Yes	No	Comments
Surveillance and Disease Reporting	<p>Facility has well-defined procedures in incidences of contact of employees with patients when personnel have potentially COVID-19 respiratory conditions.</p> <p>Education of personnel on prompt reporting of illness and or symptoms to supervisor or manager.</p> <p><b>Facility enters exposure events in Safety Learning Report</b>, tracks HCP exposure events, evaluates event data, and develops/implements corrective action plans to reduce incidence of such events. Exposures will be reported to Employee Health at 588-0376</p>			
Health Care Personnel Safety	<p>HCP who use PPE receive training on proper selection and use of PPE: i Upon hire, prior to provision of care ii. Annually iii. When new equipment or protocols are introduced. Supplies for hygiene (e.g., soap, water, paper towels, alcohol-based hand rub) are readily available to HCP, visitors and patients in patient care areas and waiting rooms. Sufficient and appropriate PPE is available and readily accessible to HCP.</p> <p>Employees are observed performing hand washing and sanitizing prior to entering patient rooms and after exiting patient rooms.</p>			
Environmental Cleaning	<p>Staff follow procedures for routine cleaning and disinfection of environmental surfaces, including identification of responsible personnel.</p>			

<p>Signature Your signature</p>
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## Office Preparedness

- Design a COVID-19 office management plan that includes patient flow, triage, treatment and design.
- Consider designing and installing engineering controls to reduce or eliminate exposures by shielding staff and other patients from infected individuals.
- Provide hand sanitizer, approved respirators, face shields/goggles, surgical masks, gloves, and gowns for all caregivers and staff to use when Checklist to Prepare Physician Offices for COVID-19 within six feet of patients with suspected COVID-19 infection. (See approved respirators). Provide training for staff on respirators to ensure fit and appropriate use.
- Ensure adherence to standard precautions, including airborne precautions and use of eye protection. Assume that every patient is potentially infected or colonized with a pathogen that could be transmitted in a health care setting.
- Implement mechanisms and policies that promptly alert key facility staff including infection control, health care epidemiology, facility leadership, occupational health, clinical laboratory, and frontline staff about known suspected COVID-19 patients (i.e. PUI). Keep updated lists of staff and patients to identify those at risk in the event of an exposure.
- Staff should follow the CDC guidelines collecting, handling and testing clinical specimens from PUIs for COVID-19.
- Prepare for office staff illness, absences, and/or quarantine. Physicians should plan for increased absenteeism rate.
- Cross-train staff for all essential office and medical functions.
- Review proper office and medical cleaning routines. Routine cleaning and disinfection procedures are appropriate for SARS-CoV-2 in health care settings, including those patient-care areas in which aerosol generating procedures are performed. Products with emerging viral pathogens claims are recommended for use against SARS-CoV-2. Management of laundry, food service utensils, and medical waste should also be performed in accordance with routine procedures.