



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## COVID-19: Infection Prevention and Control Guidance for Community-Based Allied Health Care Providers in Clinic Settings

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Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**



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## Introduction

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This document provides a practical guide for community-based allied health care providers and related staff in clinics to support appropriate infection prevention and control (IPAC) practices to mitigate the impact of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the causative agent of COVID-19. Allied health services covered in this guidance include, but are not limited to, diagnostic imaging, laboratory, physiotherapy, occupational therapy, massage therapy, dietetics, speech and hearing health, prosthetics and chiropractic services.

This document provides interim guidance for the prevention and control of COVID-19. It is based on the latest available best practice and scientific evidence. The guidance may change as new information becomes available.

### About COVID-19

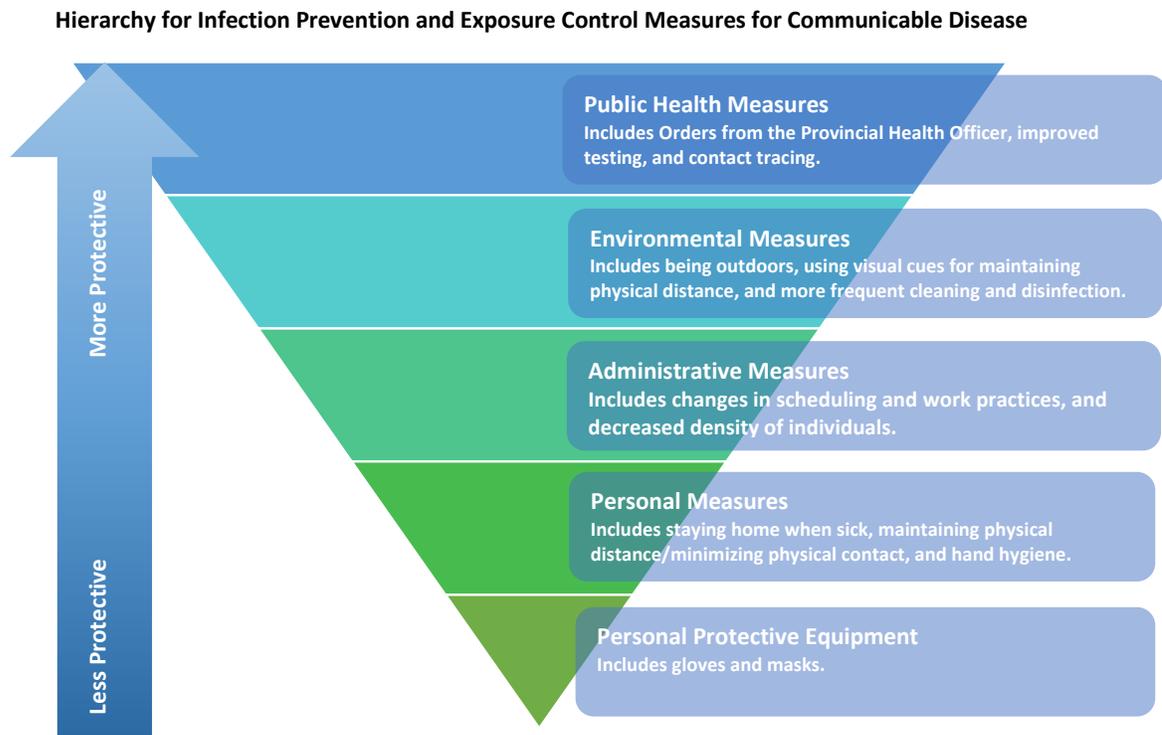
Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases, such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by this new coronavirus, SARS-CoV-2, has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

### Transmission

COVID-19 is most commonly transmitted through large droplets produced when a person infected with COVID-19 coughs or sneezes. The virus in these droplets can enter through the eyes, nose or mouth of another person if they are in close contact with the person who coughed or sneezed. The virus can also enter a person's body from touching something with the virus on it and then touching one's eyes, mouth or nose with unwashed hands.

## Infection Prevention and Exposure Control Measures

Implementation of infection prevention and exposure control measures help create a safe environment for health care providers and patients/clients. A hierarchy of infection prevention and exposure control measures for communicable disease describes the measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



**Public Health Measure** are actions taken across society to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travellers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

**Environmental Measures** are physical changes in the setting that reduce risk of exposure by isolation or ventilation. Examples include being in outdoor spaces, having suitable ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate, and frequent cleaning and disinfection of work and living spaces.

**Administrative Measures** are measures enabled through the implementation of policies, procedures, training and education. Examples of these include decreased density of staff and patients in clinics, staggered appointments and using virtual health where appropriate.

**Personal Measures** are actions individuals can take to both protect themselves, as well as to prevent the spread to others. Examples include washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

**Personal Protective Equipment** is the last and least effective of the infection prevention and exposure control measures and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure. PPE must be suited to the task and must be worn and disposed of properly.

Clinics can implement a combination of measures from the different levels described above to protect against COVID-19.

## Public Health Measures

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### Mass Gatherings

The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however, there can be more than 50 people in a clinic if they are not all in one area and if they are actively engaged in physical distancing.

### Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up.

Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in the workplace.

### Self-Isolation and Quarantine

Health care providers and staff with common-cold, influenza, or COVID-19 like symptoms should be encouraged to stay home, be assessed by their health care provider and tested for COVID-19. When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness. Quarantine is a term typically reserved for persons who return from travel outside the country are at risk of developing COVID-19

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that person has access to health care providers and that appropriate supports are in place.

## Environmental Measures

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### Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Clinic spaces should be cleaned and disinfected in accordance with the BCCDC's [Environmental Cleaning and Disinfectants for Clinic Settings](#) document.

This includes:

- Shared equipment should be cleaned in **between patients/clients**.
  - This includes equipment, practice tools, tables and examination beds.
- Frequently-touched surfaces should be cleaned and disinfected at least **twice a day**.
  - These include medical equipment, door knobs, light switches, telephones, keyboards, mice, pens, charts, cell phones, toys and all hard surfaces in bathrooms such as sinks, faucets, handles.
- General cleaning and disinfecting of procedure and examination rooms should occur at least **twice a day**.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned such as fabric or soft items.
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids, for example, runny nose, vomit, stool, urine.
- Perform hand hygiene before wearing and after removing gloves.

There is no evidence that the COVID-19 virus is transmitted via paper or other paper-based products. As such, there is no need to limit the distribution of paper resources, such as leaflets, to patients because of COVID-19.

### Physical Changes to the Clinic

Facilities may not be able to adopt all of these measures; however, consideration should be given to incorporating **as many as possible**:

- Spread people out into different areas or have clients wait outside the clinic until their appointment time.
  - Consider different configurations to allow distance between staff and patients/clients and between patients; for example, different chair positioning in waiting rooms.

- Provide alcohol-based hand rubs (ABHR) with a minimum of 70% alcohol at the reception counter and near procedure/exam room doors, if available. A higher concentration of alcohol is required to eliminate a wide range of microorganisms, including COVID-19<sup>1</sup>.
- Procedure/exam rooms should include only necessary equipment required to perform services; for example, minimize decorative accents.
- Minimize supplies located in procedure/exam rooms. Keep supplies in closed cabinets/containers to minimize the risk of contamination.
- Keep frequently used doors open where appropriate to avoid recurrent contamination of doorknobs and high touch contact points.
- Place signage in the clinic:
  - Up-to-date COVID-19 signage and information is available for download from the [BCCDC Signage and Posters website](#) (available in multiple languages);
  - Place appropriate posters and signage at entrance/exit doors, the reception area and all procedure/exam rooms; and
  - Signage on proper hand hygiene should be prominently posted near all sinks.
- Where possible, increase air circulation (exchanges) and ventilation in patient areas (e.g., open windows or using well-maintained heating, ventilating and air conditioning (HVAC) systems to circulate air).
- Where physical distancing cannot be maintained, consider physical barriers:<sup>4</sup>
  - Consider installing partitions such as Plexiglass or plastic film, at reception counter and other areas.
  - Consider installing dividers such as free-standing partitions, privacy curtains between patient stations. If used, change or clean frequently<sup>5</sup>.
    - i. For further information about laundry management see BCCDC [Information Sheet for Environmental Service Providers in Health Care Settings](#).

## Administrative Measures

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### Physical Distancing and Minimizing Physical Contact

Physical distancing means maintaining a distance of 2 metres between two or more people. The following physical distancing strategies should be implemented where possible:

- Reduce the number of people in waiting rooms.
- Avoid close greetings (e.g., handshakes, hugs).
- Stagger appointment times.
- Stagger break times for staff.
- Manage flow of people in common areas, including waiting rooms and hallways.
- Minimize the number of caregivers and other non-staff individuals who are not patients/clients entering the clinic, as much as is practical to do so. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are in the clinic.

## Patient Management

Patient management involves planning for patient scheduling, as well as patient flow and triage.

### Scheduling

Scheduling approaches include administrative measures that help separate patients in time, as compared to changes in physical space planning.

### Pre-visit Messaging

Clinic telephone message/voice mail and website(s) should clearly instruct patients where to seek up-to-date instructions on assessment for COVID-19. Please see the BCCDC website for information on [self-assessment](#) support and [lab testing](#).

### Pre-Appointment Triage

A comprehensive triage process starts prior to a patient arriving at the clinic.

### Can the appointment be virtual?

The health care provider should determine if the appointment can be virtual.

- The Provincial Health Services Authority has developed a [COVID-19 Virtual Health Toolkit](#) to support health care practitioners deliver virtual care.

### If an in-person appointment is required, can it be deferred?

Seek guidance from your regulatory college or association about appointment prioritization.

Patients/clients with symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease should only be seen if by not doing so, they would experience undue harm or injury. Otherwise, services for the patient/clients should be delayed until 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.

If an appointment is deferred, the patient should be informed about what to do if their symptoms get worse.

## Considerations for Special Populations

### Older Patients or those with Chronic Illnesses

Some administrative measures to consider for protecting these populations include:

- If an in-person appointment is required for an older patient or patient with a chronic illness, consider scheduling these as the first appointments of the day
- Suggest patients who live alone arrange for a friend to check in on them in the event that they fall ill.

A handout for patients with chronic health conditions can be found on the [BCCDC website](#).

## Personal Measures

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### Stay Home When Sick

- All staff who have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case **must stay home and self-isolate**.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the clinic.
- Those unsure of if they should self-isolate should be directed to use the [BC COVID-19 Self-Assessment Tool](#).
  - If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.

See the BCCDC's [Exposures and Return to Work for Healthcare Workers](#) guidance on healthcare workers exposed to COVID-19 while at work, what to do if a staff member becomes ill, and criteria for return to work for those with symptoms.

### Hand Hygiene

Rigorous hand hygiene with plain soap and water or alcohol-based hand rub (ABHR) is the most effective way to reduce the spread of illness. Both staff and patients/clients can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene.

#### How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is **not** needed for COVID-19.
- If sinks are not available, use alcohol-based hand rub containing at least 70% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- To learn about how to perform hand hygiene, please refer to the BCCDC's [hand hygiene poster](#).

#### Strategies to ensure diligent hand hygiene:

- Hand hygiene stations should be set up at the clinic entrance, so everyone can perform hand hygiene when they enter.
- Ensure hand washing supplies are well stocked at all times including plain soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 70% alcohol.
- Put up posters to promote the importance of regular hand hygiene.
- Paper towels should be disposed of in non-touch waste-baskets lined with a garbage bag.

#### For patients/clients and staff, hand hygiene should be performed:

- On entering the clinic;
- On entering the examination/procedure room;
- On leaving the examination/procedure room;
- After using the washroom;

- After using a tissue for their face; and
- After coughing or sneezing.

**For staff, including health care providers, hand hygiene must also be performed:**

- Before and after contact with patient or the patient care environment;
- Before and after breaks;
- Before clean or sterile procedures;
- After risk of body fluid exposure;
- Before donning PPE; and
- In between each step when doffing PPE.

### Respiratory Etiquette

**Patients and staff** should:

- Cough or sneeze into their elbow sleeve or a tissue;
- Throw away used tissues and immediately perform hand hygiene;
- Refrain from touching their eyes, nose or mouth with unwashed hands; and
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

## Personal Protective Equipment

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### PPE Guidance

Where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for normal precautions is **not** required.

### Point-of-care risk assessment (PCRA) for COVID-19

Prior to any patient interaction, all health care providers have a responsibility to assess the infectious risks posed to themselves, other health care workers, other patients and visitors from a patient, situation or procedure. The PCRA is based on the health care provider's professional judgment about the clinical situation, as well as up-to-date information on how the specific health care facility has designed and implemented physical (engineering) and administrative controls, and the use and availability of PPE.

Performing a PCRA to determine whether PPE is necessary is also important to avoid over-reliance on PPE, misuse or waste. Over-reliance on PPE may result in a false sense of security. Incorrect use and doffing of PPE can expose clinicians and staff to infectious agents and contaminate the environment.

### Key Points:

Always follow routine practices and conduct a PCRA prior to any patient interaction.

- Health care providers and staff who have direct contact with symptoms suggestive of COVID-19 must follow droplet and contact precautions. This includes wearing a surgical/procedure mask, eye protection, gloves and gown.

- PPE is not required for HCWs who work more than 2 meters from patients at all times.

#### When wearing PPE:

- Avoid touching your mask or eye protection unnecessarily. If you must touch or adjust your mask or eye protection, perform hand hygiene immediately.
- If you see a colleague touch or adjust their mask/eye protection, remind them to perform hand hygiene.
- Use *extreme care* when doffing/removing PPE and always perform hand hygiene when finished.
- Use an N95 respirator and eye protection (i.e., goggles or face shield), gloves and gown for procedures that are aerosol generating for patients with suspected or confirmed COVID-19 or airborne diseases.
- Properly doff, clean and disinfect your eye protection when leaving the patient care area (e.g. at end of shift or during a break).
- Eye protection can be face shields, goggles or safety glasses. When using eye protection for multiple patient encounters, they should be cleaned and disinfected as per the guidance found on the [BCCDC Personal Protective Equipment webpage](#)

#### Donning and Doffing PPE

Posters can provide guidance for staff on how to properly wear PPE. For up-to-date information on PPE, donning and doffing, as well as posters and signage, please refer to the [BCCDC Personal Protective Equipment webpage](#).

- Consider having a spotter to guide you during the donning and doffing procedure.
- Proper donning and doffing of PPE should be practised *prior* to the treatment of any patients.
- Hand hygiene is *required* before donning and after doffing PPE.
- When doffing, resist the urge to touch your clothes, skin, hair or face with your hands until after the final hand washing.

#### PPE Guidance for Patients

- Patients presenting in-person to clinic with symptoms suggestive of COVID-19 should be given a surgical/procedure mask, if available and medically tolerated.

## Office Management

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### Clinic Response Planning, Organization and Ethical Decision Making

It is useful to have clearly defined roles and responsibilities, balanced by cross-training of staff and planning for backfilling positions should a staff member be unable to work.

- Develop or update a clinic response strategy to ensure that all staff roles are clearly defined and that information and decision-making pathways identified.

### COVID-19 Practice Lead

- Designate one office member as the lead for the purposes of mounting a coordinated response to COVID-19 at the practice level. This should be the most qualified person, not necessarily the highest ranking or most senior person.
- The lead should coordinate staff responsibilities, information gathering and dissemination, and develop a preparedness plan for the clinic. A Clinic Pandemic COVID-19 Preparedness Checklist can be found in Appendix A to assist with planning.

### Staff Education and Communication

- Develop or update a communication strategy for times of crisis that ensures health care providers and staff have the most up-to-date information. See Key Resources section of this document for links to the latest information on COVID-19.
- Ensure email and communications channels are working.
- Regularly communicate information to your colleagues and staff.
- Ensure staff have clear, up to date information for communicating with patients/clients.
- Ensure there is a process for reporting health and safety concerns.
- Prepare and review re-start and/or adaptation plans with staff to ensure smooth implementation.

### Psychosocial Support

It is important to support the psychosocial well-being of health care providers and staff during the COVID-19 pandemic. Open communication is key to this objective.

- Staff should be provided with access to up-to-date information on COVID-19, including how to protect against infection and transmission.
- Staff should be provided with flexible options for remote/teleworking options, where possible and appropriate.
- Staff should be provided with sick-leave to support self-isolation.

BCCDC offers guidance for psychosocial planning for health care providers during the COVID-19 pandemic. See the Key Resources section of this document for information on support available for health care providers.

### Staff Scheduling and Reassignments

Staff scheduling should be considered when developing a coordinated pandemic response for the clinic.

- Consider adjusting clinic hours to accommodate patient and staffing needs, while supporting physical distancing and infection prevention measures.
- Assess staffing availability relating to greater staffing needs and expected staff absences for family or self care.

### Sick Leave Policy

- Have an open and frank dialogue with all clinicians and staff about sick leave policy prior to any staff illness or time away from work due to self-isolation or quarantine. Clearly communicate that health care providers and staff who have suspected or confirmed COVID-19 are to self-isolate at home.
- Develop a list of potential replacement staff.
- Develop a “fit-for-work with restrictions” policy to prevent those infected from exposing other staff and patients to COVID-19 in the health care setting.

In extreme circumstances where a shortage of health care providers compromises patient safety, a “fit-for-work with restrictions” approach may be taken, provided ALL the following requirements are met.

The healthcare provider must:

- Only have mild respiratory symptoms;
- Feel well enough to work;
- Practice strict respiratory and hand hygiene protocols; and
- Wear a mask.

Some staff might be only mildly ill or already recovering and/or caring for others and are able to perform some of their duties remotely by internet or telephone, depending on how a clinic is set up.

## Key Resources

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Information is available on the following topics relating to COVID-19:

- **Symptoms** of COVID-19: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- **BC COVID-19 Self-Assessment Tool** can help determine the need for further assessment: <https://bc.thrive.health/>
- **Non-medical information** about COVID-19 is available 7:30am-8:00pm, 7 days a week at the following toll-free number: 1-888-COVID19 (1-888-268-4319).
- **HealthLinkBC** and **8-1-1** for health advice on COVID-19 (translation services are available): <https://www.healthlinkbc.ca/health-feature/coronavirus-covid-19>

Other resources include:

- BCCDC website for Health Care Providers, COVID-19 Care: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care>
- BCCDC updates on Emerging Respiratory Viruses: <http://www.bccdc.ca/health-professionals/data-reports/communicable-diseases/emerging-respiratory-virus-updates>
- BCCDC Signage and Posters: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>
- Ministry of Health, British Columbia's Response to COVID-19: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-recovery/covid-19-provincial-support>
- Office of the Provincial Health Officer, Pandemic Preparedness: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/pandemic-influenza>
- Office of the Provincial Health Officer, Orders, Notices & Guidance: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- Vancouver Coastal Health: [COVID-19 and Emerging Respiratory Viruses website](#)
- Health Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals.html>
- Government of Canada Coronavirus disease (COVID-19): <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- World Health Organization: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

Infection Prevention and Control resources:

- Public Health Agency of Canada: [Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings](#)
- BCCDC poster for [Environmental Cleaning and Disinfectants for Clinic Settings](#).
- PIDAC's [Best Practices for Cleaning, Disinfection and Sterilization of Medical Equipment/Devices In all Healthcare Settings, 3<sup>rd</sup> edition](#)

- BCCDC [Respiratory Protections for Health Care Workers Caring for Potential or Confirmed COVID-19 Patients](#)
- BCCDC website for Healthcare Providers on [Personal Protective Equipment](#)
- PPE use in British Columbia: [COVID-19: Emergency Prioritization in a Pandemic Personal Protective Equipment \(PPE\) Allocation Framework \(PPE Framework\)](#).

#### For Patient Management:

- BCCDC [Primary Care](#)
- BCCDC patient intake algorithm: [COVID-19 Patient ID and Assessment for Primary Care with MD/NP](#)
- BCCDC [Interim Guidance: Public Health Management of cases and contacts associated with novel coronavirus \(COVID-19\) in the community](#).
- BCCDC [Guidance for Outpatient Management of Suspected of Confirmed Cases](#)
- BCCDC [Pregnancy](#) – recommendations for antepartum, intrapartum and postpartum care for patients during the COVID-19 pandemic

#### Support for Healthcare Providers:

- BCCDC [Health Care Provider Support](#)
- Psychological Support - [Supporting the psychosocial well-being of health care providers during the novel coronavirus \(COVID-19\) pandemic](#)
- BCCDC [Exposures and Return to Work for Healthcare Workers](#) – includes risk assessment and management for healthcare workers exposed to COVID-19 patients and information on return to work after exposure or illness.
- Information for Patients: BCCDC [Patient handouts](#)

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## Appendix A – Pandemic COVID-19 Preparedness Checklist

Pandemic Phase	Tasks
IPAC Measures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acquaint yourself with current clinical information about the recognition, treatment and prevention of transmission of COVID-19.</li> <li><input type="checkbox"/> Educate all staff about COVID-19.</li> <li><input type="checkbox"/> Make plans to ensure your family will be looked after in a pandemic so that you can continue to work.</li> <li><input type="checkbox"/> Develop a contingency plan for staff illnesses and shortages.</li> <li><input type="checkbox"/> Assign a staff member to coordinate pandemic planning and monitor public health advisories.</li> <li><input type="checkbox"/> Maintain copies of pandemic educational materials and self-care guides for patients (provided by public health).</li> <li><input type="checkbox"/> COVID-19 posters and signage should be placed at entrance doors, reception area and exam rooms (and preferably in all of these places).</li> <li><input type="checkbox"/> Post signage and create voicemail message advising patients to check in by phone before presenting for in-person appointments.</li> <li><input type="checkbox"/> Post hand hygiene and cough etiquette signs in the waiting area.</li> <li><input type="checkbox"/> Ensure alcohol-based hand sanitizer (with at least 70% alcohol) is available at multiple locations: office entrance, reception counter, waiting room, and by every exam room for use before entering and upon exit.</li> <li><input type="checkbox"/> When available, provide staff with small bottles of alcohol-based hand sanitizer (with at least 70% alcohol).</li> <li><input type="checkbox"/> Consider installing Plexi-glass partitions to separate patients from reception staff</li> <li><input type="checkbox"/> Limit use of shared items by patients (e.g. pens, clipboards, phones).</li> <li><input type="checkbox"/> Rearrange waiting room to ensure 2m distance between people wherever possible.</li> <li><input type="checkbox"/> Remove difficult to clean items (e.g. toys) from the waiting area</li> <li><input type="checkbox"/> Replace cloth-covered furnishings with easy-to-clean furniture where possible.</li> <li><input type="checkbox"/> Provide disposable tissues and no-touch waste receptacles in waiting area and exam rooms.</li> <li><input type="checkbox"/> Provide plain soap and paper towels in patient washrooms and at staff sinks with clear instructions on hand hygiene.</li> <li><input type="checkbox"/> Display PPE donning and doffing instructions in locations available to all health care providers.</li> <li><input type="checkbox"/> Empty exam rooms of all but bare minimum of equipment (e.g. exam table, chair, BP cuff, lights).</li> <li><input type="checkbox"/> Provide paper sheeting for exam tables and change between patients.</li> <li><input type="checkbox"/> Increase air circulation in all areas of the clinic wherever possible.</li> <li><input type="checkbox"/> Keep frequently used doors open to avoid recurrent door handle contamination.</li> </ul>

<p>Patient and Staff Management</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Telephone triage all patient requests for visits.</li><li><input type="checkbox"/> Cohort patients with suspected COVID-19 who need in-person review through centralized assessment centres, where possible.</li><li><input type="checkbox"/> In group practices, consider having one care provider or one team see all patients with suspect or confirmed COVID-19.</li><li><input type="checkbox"/> If possible, schedule patients with symptoms suggestive of COVID-19 during designated time slots.</li><li><input type="checkbox"/> Provide patients with symptoms suggestive of COVID-19 a procedure/surgical mask, if available and medically tolerated.</li><li><input type="checkbox"/> If possible, provide a separate entrance and waiting area for patients with symptoms suggestive of COVID-19.</li><li><input type="checkbox"/> Avoid multiple patients in the office at the same time (e.g. patients to wait outside or in car until called in one at a time). Minimize number of patients in waiting or exam rooms.</li><li><input type="checkbox"/> Avoid non-essential accompanying visitors, where possible.</li><li><input type="checkbox"/> Advise patients and accompanying essential visitors to practice diligent hand hygiene and cough etiquette.</li><li><input type="checkbox"/> If possible, designate one exam room for all patients with symptoms suggestive of COVID-19, as close to the entrance as possible to minimize patient travel.</li><li><input type="checkbox"/> Minimize the number of tasks that have to be done in the exam room, e.g. chart completion.</li><li><input type="checkbox"/> Perform hand hygiene before and after each patient contact.</li><li><input type="checkbox"/> Wear recommended PPE (procedure or surgical mask, eye protection, gown and gloves) for any direct contact with patients with symptoms suggestive of COVID-19.</li><li><input type="checkbox"/> Wear fit-tested N95 respirator when in room with suspected TB patients, patients with suspected/confirmed COVID-19 undergoing aerosol generating medical procedures, and patients who may be infected with emerging pathogens with suspected airborne transmission.</li><li><input type="checkbox"/> Properly doff and dispose of PPE when leaving patient care area (e.g. at end of shift or during a break) or when PPE is visibly soiled or damaged.</li><li><input type="checkbox"/> Plan for disposition of all patients following office visit (choices will include):<ul style="list-style-type: none"><li><input type="checkbox"/> Arrange testing per current guidelines (if suspected COVID-19)</li><li><input type="checkbox"/> Send home with self-care guide</li><li><input type="checkbox"/> Referral to alternate-care site</li><li><input type="checkbox"/> Admission to acute care</li><li><input type="checkbox"/> When referring patients with suspected or confirmed COVID-19, notify receiving facility in advance.</li></ul></li><li><input type="checkbox"/> Monitor staff illness and ensure staff with COVID-19 infection follow appropriate guidance.</li></ul>
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Cleaning Guidance	<ul style="list-style-type: none"><li><input type="checkbox"/> Inform all staff regarding current cleaning and disinfection guidelines, including approved cleaning products.</li><li><input type="checkbox"/> Clean and disinfect shared reusable medical equipment (e.g. stethoscopes, blood pressure cuffs, etc.) in between patients and at the end of each shift.</li><li><input type="checkbox"/> Clean and disinfect exam rooms at least twice a day (e.g. chairs, tables, floors).</li><li><input type="checkbox"/> Clean and disinfect frequently touched surfaces at least twice a day (e.g. work stations, cell phones, door knobs, etc.).</li><li><input type="checkbox"/> Maintain a minimum 2-week supply of plain soap, paper towels, hand sanitizer, cleaning supplies, and surgical masks, if possible.</li></ul>
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Note: This checklist is adapted from Daly, P. (2007). Pandemic influenza and physician offices [Electronic Version]<sup>7</sup>