

Appendix 1

COVID-19 Office Safety Protocol

A) **Staff and Front Desk Check-In:**

1. When scheduling and confirming appointments, advise patients to wear a surgical or cloth face mask while at the facility. Patients will not be allowed to enter the patient care area without a mask.
2. Ask family/friends not to accompany the patient into the clinic unless necessary for medical reasons.
3. In reception areas, install a glass or plexiglass physical barrier to minimize contact between staff and potentially infected individuals.
4. Check 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.
5. Check temperature on EVERY PATIENT entering the office. If over 100.5, ask them politely to leave. Inform this patient that he or she will be called by an office staff member and prescriptions, if required, will be refilled electronically.
6. Continue to ask screening questions including:
 - i. Has anyone in your household traveled in the last 2 weeks? If so, where?
 - ii. Have you or anyone you have met had a fever (greater than 100.5) in the last 2 weeks?
 - iii. Do you have a cough, sore throat or other flu like symptoms?

B) **Patient Room Cleaning:**

1. It is our goal to sanitize each patient examination room after each patient encounter. In order to conserve cleaning supplies, we ask that you use ONE disinfectant wipe to clean the following:
 - i. Door handles, inside and outside
 - ii. Countertop
 - iii. Chair arms
 - iv. Patient exam table
 - v. Keyboard, clipboard, pens used by the patient
2. If you cannot adequately clean with one wipe, you may use a second disinfectant wipe.
3. Escort patient from waiting area to the designated patient room.
4. Open all doors for the patients. We do not want them touching door handles.
 - a. If you notice a patient touching a doorknob, please wipe down immediately.
5. Escort patient into their chair or cushioned seat and ask them to remain seated. They should not be using countertops or tables for personal affects.

C) **Staff 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. Wearing gloves after leaving an examination room risks the potential spread of COVID-19 to other patients and staff members.
2. WASH YOUR HANDS or USE ANTISEPTIC 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.

D) Procedure Room Cleaning Requirements:

1. After every procedure, completely wipe down the fluoroscopy table, 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, 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 not follow this protocol.
5. WASH YOUR HANDS 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. DO NOT lean over someone while they are using a computer or on the phone.
 - iii. Do not sit close to other staff members at lunch tables.
2. WASH HANDS frequently with scheduled handwashing breaks every hour.
3. DO NOT touch another staff member's computer/keyboard unless necessary. If this activity occurs, wash your hands immediately after the event.
4. Assume ALL KEYBOARDS are contaminated.
5. Please DO NOT touch your face unless washing your hands first. This is one of the main modes of virus transmission
6. Only utilize the staff bathroom. Wash your hands and use paper towel to open the doorknob before leaving. Refrain from using the patient bathrooms.
7. If you feel that you are sick or have contact with someone with a fever, cough or symptom of COVID-19, you must report this to the medical director prior to coming into work.
8. Employees must wear masks while on the work site.

F) Home Safety Recommendations:

1. Current stay-at-home guidelines ask that all individuals stay in their homes unless attending to "essential" matters.

These matters include:

- i. Going to an “essential” work (i.e., healthcare)
 - ii. Grocery
 - 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 unless it is an essential family emergency.

Please do your best to adhere to this COVID-19 Office Safety Protocol. This is for your safety, our families’ safety, and our patients’ safety. There will be times when adherence to one or more of the above requirements is not possible, such as an urgent or emergent situation in the office, but 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 management of the COVID-19 pandemic and it is every individual’s responsibility to do everything they can to minimize the COVID-19 spread.

References

1. Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19). Available: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> [Accessed April 30, 2020].
2. Guidance on Preparing Workplaces for COVID-19. Available: <https://www.osha.gov/Publications/OSHA3990.pdf> [Accessed 30 Apr 2020].
3. Available: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/SOH%20COVID-19%20Worker%20Safety%20Order.pdf> [Accessed April 30, 2020].