

Preparing your clinic and staff for COVID-19

Physician Office Supply List Suggestions:

Check with your medical supply store. Information may be coming from SaskHealth regarding alternate sources of supplies.

- Gowns for examining high risk patients, disposable are ideal, but cloth gowns can be utilized if washed in hot water
- Disposable gloves for examinations
- Procedure masks for physicians, staff and patients
- N95 Masks are not usually necessary in the clinic setting, and require personalized fitting therefore are not readily available other than for hospital/ER/ICU staff
- Eye protection (goggles or shield), eyeglasses are not adequate
- Face shield
- Hand sanitizer in public areas where soap and water are not available
- Viral swabs, medium, lab requisitions for nasopharyngeal swabs
- Clinic cleaning supplies (Cleaning/disinfection products registered in Canada with a drug identification number (DIN) and labelled as a broad-spectrum virucide)

Cleaning instructions

- COVID-19 is an enveloped virus. Cleaning/disinfection products registered in Canada with a Drug Identification Number (DIN) and labelled as a broad-spectrum virucide are sufficient as long as manufacturer's instructions are followed (eg: dilution, application and contact time).
- Isolation rooms should be cleaned after each use. All surfaces, especially those that are horizontal and frequently touched must be cleaned using cleaner described above (ie. doorknobs/ taps/counters/chairs/beds).
- Post precaution signs on your isolation room. Do not remove the signs until both the patient has exited and the environmental cleaning has been completed on the room.
- Follow droplet and contact precautions.
- All waiting rooms, public areas including washrooms should be cleaned at least daily.

View CPSS: *Infection Prevention and Control for Clinical Office Practice: Saskatchewan guideline for more detail.*

(<https://www.cps.sk.ca/iMIS/Documents/Legislation/GUIDE-LINE%20-%20IPAC%20Clinical%20Office%20Practice.pdf>)

- References on page 19 about transmission of micro-organisms
- References on pages 28-32 regarding PPE
- References on pages 32-38 regarding signage and precautions
- References on pages 47-53 regarding how to clean the environment

Preparing Your Clinic to Receive and Isolate Potential COVID-19 Patients

Ensure masks and hand sanitizer are available at every entrance and exit.

Consider removing all books, magazines and toys from your clinic as they cannot be adequately cleaned.

1. Telephone triage to determine whether patient needs to be seen at all (refer to Telephone Triage of Possible COVID-19 Patient).
2. Refer high risk patients to an Assessment Centre (when available). If patient requires medical care, arrange a telephone or on-site appointment as appropriate. NEW Fee codes are pending.
3. If patient needs to come in, arrange for them to come to an alternate door and instruct them to call the office when they arrive for admission.
4. Arrange a time of day when your office will see potentially infectious patients, for example, at noon, at end of day, in evening (when the waiting room is less busy)
5. Designate one exam room as your isolation room and label as such. Remove all books, magazines and toys. Clean between each use.
6. Bring potential COVID-19 patients in an alternate door (back or side door) rather than in through a busy waiting room. Ensure they sanitize hands and put on mask immediately.
7. Place patient in isolation room, seated in chair and remind not to touch anything in room. Avoid putting on bed unless necessary.
8. Follow instructions for patient exam on Managing Possible COVID-19 Patient in Primary Care Clinic.