

# Spread out to stop the spread

- **All patient-facing workforce must wear a surgical mask at all times**, unless in a room alone.
- **Practice social distancing at all times** and stay six feet away from your colleagues.
  - This includes breaks and lunch; if six feet can't be maintained, seek out a private space for your break or meal.
- In the reception, pharmacy, lab or radiology areas, use a physical marker, such as an "X" on the floor, to indicate a six-foot distance from where the patients should wait.
- Place chairs three to six feet apart in the reception area.

## Other infection control measures

- Place hand sanitizer throughout the office for patient use and to encourage use upon entry/exit (entrance, welcome center, rooms).
- Practice hand hygiene often; COVID-19 is destroyed by proper hand hygiene.
- Avoid touching your face, especially your mouth and mucous membranes.
- All of our patients are encouraged to schedule virtual visits if an in-person visit is not clinically necessary.
- Ensure appropriate signs are posted discouraging patients with respiratory symptoms from entering the clinic.
- All patients and caregivers will be screened for temperature and COVID-19 symptoms upon arrival.
  - Patients with a fever or upper respiratory symptoms will be asked to return to their vehicles and to schedule a virtual visit
  - All patients are required to wear masks
- All providers and staff will be screened for temperature and COVID-19 symptoms upon arrival.
  - Anyone with a fever greater than 100.0-degrees will be sent home and asked to seek medical attention
  - If you are ill, stay home and contact your supervisor
- In reception areas, disinfect all patient contact surfaces after each use (pens, tablets, counters, door handles).
- A N-95 mask is recommended for all prolonged direct patient care (rooming, exams).
  - To avoid contamination, do not touch the inside of the mask when removing it
  - Remove and store N-95 masks in a paper bag or ventilated container; wash your hands after removal
  - Reuse the N-95 mask until it is visibly soiled or structural integrity is lost
- If performing a nasal swab, oral swab or there is a risk of a patient coughing, wear a face shield or goggles, N-95 mask, gown and gloves.
- In exam rooms, disinfect all patient contact surfaces after each use (enhanced cleaning log).