

Checklist for rounding of outpatient clinics 6/12/20

Screening:

Patient and accompanying person given medical mask if they don't have one <ul style="list-style-type: none"> • Masks should be available for the clerk to give out 	
Hand hygiene present at screening	
Approved visitor: Pediatrics 1 parent/guardian; Adults by exception only (1)	
If patient flagged on infection screen: roomed immediately, staff accompanies patient to room, caregivers use droplet/contact/eye protection	

Check in area and check out area:

Signage to ensure 6 feet distance in waiting line	
Electronic signature pad/stylus, tablets disinfected after each use	
Consider plexiglass barrier between patient and desk staff	
Have a plan for patients that are positive for or have signs/symptoms of COVID-19 or patients at higher risk to be roomed as quickly as possible (people 65 years old or people with diabetes, heart disease, immunocompromised, chronic lung disease, chronic kidney disease, liver disease, severe obesity).	
Frequently touched surfaces are disinfected with hospital approved disinfectant as often as staffing allows it. Frequently touched surfaces include counter tops, door handles, chairs...	
Disinfectant spray and disposable cloths are available for surface cleaning	

Waiting rooms:

Visual alert/poster present in strategic places	
Hand hygiene with available alcohol hand rub, tissues, waste receptacle in accessible areas	
Signage posted regarding respiratory hygiene and cough etiquette (available on the loop)	
Seating arranged/ or signs placed to ensure 6 feet distance between patients (social distancing signs available on the loop)	
No books, no magazines, no toys, no pamphlets, no computer stations for patients	
High touch surfaces are disinfected with hospital approved disinfectant two times a day. Frequently touched surfaces include chairs, couches, counter tops, handles...	
Hospital approved disinfectant spray and disposable cloths are available for surface cleaning	
Water fountains labeled to use disposable cups only	
Ice/water stations: sign posted on station prohibiting filling personal bottle/mug and informing to use available disposable cup to drink	
Touchless water filling stations are ok to use with personal bottles	

Exam room:

No clutter	
No books, magazines or toys	
Terminal clean with hospital approved disinfectant. Disinfection includes following items: exam table, chairs, horizontal surfaces, blood pressure cuff, thermometer, pulse ox, doppler, sink fixture, doorknobs...	
Computers in exam rooms should be cleaned with hospital approved disinfectant between HCWs and at terminal clean. (The computer should only be used after performing hand hygiene.)	
If aerosol generating procedure (AGP), room remains empty 60 min before cleaning	
Signage posted regarding respiratory hygiene and cough etiquette (on the Loop)	

PPE UIHC staff:

Face shield and medical mask at all times (for staff with direct patient care)	
Designate location for face shield cleaning	
Appropriate PPE readily available	
Process and location in place for face shield storage	

Pre and post procedure areas with open bay concept:

Patients 6 feet apart	
Patients with masks when medically able	
Hand hygiene available	
Disinfectant spray and disposable cloth available for staff	

Work rooms:

Where possible, workstations should be designated to a single user and cleaned by the user with hospital approved disinfectant at the beginning and end of shift. <ul style="list-style-type: none"> • Workstations maybe labeled to identify user 	
If used, headset is designated to an individual user and labelled accordingly.	
Hospital approved disinfectant and wipes to clean workstations are present	
Workstations 6 feet apart whenever possible	
No clutter	
Ice/water stations: sign posted on station prohibiting filling personal bottle/mug and informing to use available disposable cup to drink	
No food	
Drinks in designated area	

Breakrooms:

Maintain social distancing (6 ft) during break times	
If unable to maintain social distancing an alternative location for breaks should be found (i.e.- conference rooms)	
Hospital approved disinfectant and wipes available for staff to clean before/after eating	

Identify a plan for face shield storage during breaks	
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