

Site Preparation Checklist for COVID-19 for outpatient settings

(e.g. primary care clinics, private medical offices, urgent and primary care centres, NH clinics)
Additional resources on OurNH COVID-19 page

SPACE PREPARATION

- Print and display relevant [BCCDC posters](#) and [NH specific posters](#)
- Print Patient Handouts ([BCCDC](#) and [Northern Health](#))
- Organize spaces and determine local processes to minimize patient movement and enable physical distancing (e.g. chairs two meters apart in waiting spaces)
- Place hand sanitizer at entrances, waiting room, and assessment areas
- Consider having surgical/procedural masks available for patients/clients if symptomatic.
- Ensure a garbage can is available for mask doffing
- Establish local process for **isolation (contact/droplet precautions)** with goal of rapid isolation of patient to reduce risk of transmission, including **Designated Route of Movement** and **Designated Care Provision Area**
- Establish a **Designated Route of Movement** (if possible) for high-risk screen patient (i.e. reception to assessment room, assessment room to outside and ensure movement route is clear of people and equipment prior to moving patient)
- Establish a **Designated Care Provision Area** (if possible) for high-risk screen patient and COVID-19 sample collection
 - If possible, use room with 100% cleanable surfaces only (e.g. no carpet, etc.)
 - Remove all non-essential equipment and furniture from rooms to minimize contamination
 - Leave frequently used equipment in designated room
 - Chart, pens, and wireless phones in room must stay in room until disinfected
 - Any equipment removed from room must be disinfected using a recommended disinfectant
 - Room to be immediately cleaned upon completion of appointment

MANAGE STOCK AND SUPPLIES

- Order and stock PPE required to provide direct patient care
- Establish a process to provide daily PPE inventory updates to ppe@northernhealth.ca
- Ensure PPE is not over-used, wasted, or left in large unattended quantities ([Memo 2020-03-20](#))

If collection for COVID testing will be done onsite:

- Order swabs directly from E-rx item # 5102033*new
- Check [BCCDC COVID-19 Testing page](#) for current Testing Guidelines

STAFF PREPARATION

- Establish staff roles and responsibilities, processes and expectations related to the COVID-19 response
- Review NH [hand hygiene policy and procedure](#)
- Review [routine risk assessment and donning doffing PPE](#) learning hub module

Contact Chelan Zirul

This document will be updated to reflect practice changes as they are released. The printed version may be outdated – visit the OurNH COVID-19 page for the most current version.

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- Review [Personal Protective Equipment](#) (BCCDC) – additional information about PPE usage: [2020-03-26 Memo](#) and [2020-03-31 FAQs on PPE](#)
- Review NH's [Droplet Precautions](#) CPS
- Review NH's [Respiratory Protection](#) Administrative Policy
- Ensure all staff are aware of the [NH Online Clinic and Information Line](#) and its role
- Complete N95 fit testing if needed. Fit testing for health authority staff is required every two-years ([Memo 2020-03-19](#))
- Review relevant Clinical Response Guidelines:
 - [Clinical Response Guidelines for COVID-19 for outpatient settings](#)
 - [Clinical Response Guidelines for COVID-19 for NH outpatient collection sites](#)
 - [Clinical Response Guidelines for COVID-19 for in-home visits and in-home care](#)
 - [Clinical Response Guidelines for COVID-19 for community-based services](#)

If collection for COVID testing will be done onsite:

- Ensure all staff responsible for collecting COVID swabs know the appropriate procedure per [BCCDC COVID-19 Testing page](#)
- Establish process to deliver specimens to the lab ASAP. All samples must be in acceptable sample collection containers and properly packaged as per [Transport Canada, Transport of Dangerous Goods Regulations](#) (TDGR) – [Category B Quick Guide](#).
- Ensure that workers who handle or transport dangerous goods ([policy](#)) have a valid [Transportation of Dangerous Goods Certificate](#).

INFECTION PREVENTION AND CONTROL

- Review and implement cleaning standards per [COVID-19 Cleaning Specifications](#)
- Establish process for increased cleaning frequency of high-touch areas (e.g. reception area, assessment rooms, etc.)

RESOURCES

COMMUNICABLE DISEASE TEAM: 1-855-565-2990 or CentralCDHUB@northernhealth.ca from 8:30 am to 4:30 pm Monday to Friday. After hours, NH MHO on-call 250-565-2000, press 7 for Switchboard Health

NH COVID-19 ONLINE CLINIC AND INFORMATION LINE

- To help answer questions and concerns from Northern BC residents: **1-844-645-7811**
- If suspected Health Care Worker exposure, call Provincial Workplace Centre at 1-866-922-9464

INFECTION CONTROL PROFESSIONAL: contact as needed

BCCDC: for additional [patient handouts](#) and other information

OurNH COVID-19 page: Please contact Northern Health Communications Advisor, Bailee Denicola at Bailee.Denicola@northernhealth.ca if you require signage, patient information handouts, or other resources found on OurNH.

Contact Chelan Zirul

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