

MAINTAINING A SAFE CLINICAL ENVIRONMENT FOR YOUR TEAM & YOUR PATIENTS

DAILY OPERATION
CHECKLIST FOR YOUR
PRACTICE



IMPLEMENT POLICY

- Educate all employees on proper cleaning and to recognize the symptoms of COVID-19
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
 - Training should include the appropriate use of disinfectant. Assess that cleaning procedures are being carried out correctly.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200^{external icon}).
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030^{external icon}), including proper disposal of regulated waste, and PPE (29 CFR 1910.132^{external icon}).
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- When possible, reorganize waiting areas to keep patients with respiratory symptoms a minimum of 6 feet away from others.
- Provide no-touch waste containers with disposable liners in all reception, waiting, patient care, and restroom areas.
- Provide alcohol-based hand rub and masks in all reception, waiting, patient care, and restroom areas for patients with respiratory symptoms. Always keep soap dispensers stocked with handwashing signs.
- Discontinue the use of toys, magazines, and other shared items in waiting areas, as well as office items shared among patients, such as pens, clipboards, phones, etc.
- Equipment, like thermometers and blood pressure cuffs should be cleaned with appropriate cleaning solutions for each patient. Consider the use of disposable equipment when possible (e.g., blood pressure cuffs).

EQUIPMENT AND SUPPLIES

- Physician offices should provide Personal Protective Equipment (PPE) in accordance with current CDC guidance and OSHA's standards (29 CFR 1910).
- Clear signage with pictures recommending patients call first if they have symptoms of any respiratory infection (e.g., cough, runny nose, fever).
- Signage in appropriate languages instructing patients to alert staff about respiratory symptoms and correct hygiene and cough etiquette. It's helpful to have signage with pictures.
- Alcohol-based hand sanitizer and masks placed at the front of office/practice.
- Single-use towels and tissues for use throughout the office.

- Single-use gloves (PPE)
- N95 respirators, face shields/goggles, surgical masks, and gowns for providers and staff, as appropriate
- Maintain at least one week's supply of soap, paper towels, hand sanitizer, cleaning supplies, and masks.

APPROPRIATE CLEANING AND DISINFECTING

Clean

- All employees should wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant. (Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.)
- Maintain routine cleaning of frequently touched surfaces (Tables, doorknobs, light switches, counter tops, phones, keyboards, faucets, sinks, credit card terminals touched by patients, electronic devices, etc.)
- Items like iPads, credit card terminals, etc. still in use and touched by patients should be cleaned and disinfected before each use.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Always wash immediately after removing gloves and after contact with a person who is sick.
 - Wash your hands often with soap and water for 20 seconds.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Disinfectant

- Recommend use of [EPA-registered household disinfectants](#). Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

EPA Registration Number	Active Ingredient(s)	Product Name	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)
5813-79	Quaternary ammonium	Clorox Disinfecting Wipes	Rotavirus	4
Company The Clorox Company Formulation Type Wipe Surface Type Hard Nonporous (HN) Use Site Healthcare; Institutional; Residential Emerging Viral Pathogen Claim? Yes Date Added to List N 03/03/2020				

- Resource: Provide your team with infographic, [6 Steps for Safe & Effective Disinfectant Use](#)

DAILY CHECKLIST

- Complete screening on each doctor and employee at the beginning and at the end of their work shift.
- File the doctor and employee screening results in their respective personnel file.
- Document screening results on patients in their respective health record.
- Complete cleaning/disinfecting checklist and file it in the clinic compliance manual under the OSHA Exposure Control Policy section.

DAILY CLEANING CHECKLIST

Clinic Name: _____ Date: _____

Task	Completed By	Time
Before Opening		
Clean/Disinfect: Front Desk/ Waiting Room		
Door Handles		
Front Desk		
Chairs		
Electronics (ipads/keyboards, phones, etc.) (These items should be cleaned before/after use by patients)		
Restock hand sanitizer		
Clean/Disinfect: Restrooms		
Door Handles		
Sinks/Faucets		
Lavatory Handles		
Soap Dispenser		
Restock antibacterial soap, if necessary		
Restock single use towels, if necessary		
Clean/Disinfect: Treatment Rooms		
Door Handles		

Task	Completed By	Time
Adjusting Table (These items should be cleaned before/after use by patients)		
Chairs		
Counter tops, furniture, etc.		
Restock hand sanitizer		
Restock cleaning and disinfectant supplies for use between patients		
Clean/Disinfect: Therapy		
Door Handles		
Therapy equipment supplies (These items should be cleaned before/after use by patients)		
Chairs		
Counters, desk, furniture, etc..		
Restock hand sanitizer		
Restock cleaning and disinfectant supplies for use between patients		
Mid-Day		
Clean/Disinfect: Front Desk/ Waiting Room		
Door Handles		
Front Desk		
Chairs		
Electronics (ipads/keyboards,phones,etc.) (These items should be cleaned before/after use by patients)		
Restock Hand Sanitizer		

Task		Time
Clean/Disinfect: Restrooms		
Door Handles		
Sinks/Faucets		
Lavatory Handles		
Soap Dispenser		
Restock antibacterial soap, if necessary		
Restock single use towels, if necessary		
Clean/Disinfect: Treatment Rooms		
Door Handles		
Adjusting Table (These items should be cleaned before/after use by patients)		
Chairs		
Counter tops, furniture, etc.		
Restock hand sanitizer		
Restock cleaning and disinfectant supplies for use between patients		
Clean/Disinfect: Therapy		
Door Handles		
Therapy equipment supplies		
Chairs		
Counters, desk, furniture, etc..		
Restock hand sanitizer		

Task	Completed By	Time
Restock cleaning and disinfectant supplies for use between patients		
End of Day		
Clean/Disinfect: Front Desk/ Waiting Room		
Door Handles		
Front Desk		
Chairs		
Electronics (ipads/keyboards,phones,etc.) (These items should be cleaned before/after use by patients)		
Restock hand sanitizer		
Clean/Disinfect: Restrooms		
Door Handles		
Sinks/Faucets		
Lavatory Handles		
Soap Dispenser		
Restock antibacterial soap, if necessary		
Restock single use towels, if necessary		
Clean/Disinfect: Treatment Rooms		
Door Handles		
Adjusting Table (These items should be cleaned before/after use by patients)		
Chairs		

Task	Completed By	Time
Counter tops, furniture, etc.		
Restock hand sanitizer		
Restock cleaning and disinfectant supplies for use between patients		
Clean/Disinfect: Therapy		
Door Handles		
Therapy equipment supplies		
Charis		
Counters, desk, furniture, etc..		
Restock hand sanitizer		
Restock cleaning and disinfectant supplies for use between patients		

Name:

Date:

Time:

Facility Address:

Manager:

MAY ONLY BE USED FOR EMPLOYEES / WORKERS COMING ON-SITE –
MAY NOT BE USED FOR REMOTE EMPLOYEES / WORKERS

Section 1:

Employee Health and Wellness Checklist

YES

NO

NA

Comments

How long have you experienced these symptoms?

Are you experiencing any of the following symptoms or combination of symptoms?

[CDC - COVID-19 Symptoms](#)

- Cough
- Shortness of Breath

Or at least two of these symptoms:

- Fever (100 or higher)
- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Taste/Smell

Are you currently waiting for COVID-19 test results?

Have you tested positive for COVID-19?

Section 2:

Social Distancing & Employee Exposure

YES

NO

NA

Comments

Additional Notes

CANNOT ASK ABOUT FAMILY MEMBER HEALTH CONDITIONS

Have you self-quarantined? If so, how many days and why? (remaining in your home and outdoor activities without coming closer than 6-feet from others)

Have you been exposed to anyone currently waiting for COVID-19 test results?

Have you been exposed to anyone who has tested positive for COVID-19?

Section 2: (cont.)

Social Distancing & Employee Exposure

YES

NO

NA

Comments

How long have you experienced these symptoms?

CANNOT ASK ABOUT FAMILY MEMBER HEALTH CONDITIONS

Have you been exposed to *anyone* with any of the following symptoms or combinations of symptoms:

- Cough
- Shortness of Breath

Or at least two of these symptoms:

- Fever (100 or higher)
- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Smell / Taste
- Have you traveled outside your state or regional area?

Additional information that is pertinent to you returning back to the facility?

HUMAN RESOURCES USE ONLY

Notes:

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.