COVID-19 HEALTH AND SAFETY SUMMERVILLE OVERVIEW

**In Person Visits**

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|  |  |  |  |  |  | **COMMENTS** |
| Encourages Virtual Visits |  |  |  |  |  |  |
| In-Person appointments are staggered to practice social distancing |  |  |  |  |  |  |
| All Patients coming to clinic are screened using the most up to date screening tools |  |  |  |  |  |  |
| Masks provided to patients when arriving (if they do not have one) |  |  |  |  |  |  |
| Emails sent and voicemail updated for patients to call first before coming to clinic |  |  |  |  |  |  |
| Visual cues in office (tape on ground, physical distancing posters, symptoms and steps to take for testing, steps when arriving to office) |  |  |  |  |  |  |
| Limit number of chairs in waiting area to practice social distancing |  |  |  |  |  |  |
| Magazines/pamphlets and remote controls etc. removed from waiting area |  |  |  |  |  |  |
| Easy access to hand soap and/or hand sanitizer available to patients including signage with steps for proper hand hygiene |  |  |  |  |  |  |

**Staff Procedures:**

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|  |  |  |  |  |  | **COMMENTS** |
| Staff screened on arrival (receiving consent prior to checking temperatures Oxygen levels) |  |  |  |  |  |  |
| Proper PPE provided to all staff in contact with patients and for disinfecting high traffic areas |  |  |  |  |  |  |
| Surgical masks worn by staff in non-patient areas |  |  |  |  |  |  |
| Limited paper exchange |  |  |  |  |  |  |
| Easy Access to hand soap and/or sanitizer for staff with signage of steps for proper hand hygiene |  |  |  |  |  |  |
| Physical Distancing signage throughout office and in high traffic areas |  |  |  |  |  |  |
| Staggered start times and lunch breaks |  |  |  |  |  |  |
| Lunch rooms are cleared with less chairs/magazines to practice social distancing |  |  |  |  |  |  |
| Frequent cleaning schedule of high traffic areas and work spaces posted and completed as per schedule |  |  |  |  |  |  |
| Minimizing staff in office, including rotating schedules clearly posted and staff updated in a timely manner of any changes |  |  |  |  |  |  |
| Proper procedures for staff if symptoms develop posted in office (who to notify, what to do) |  |  |  |  |  |  |
| Regular check-ins with staff (one on ones, staff meetings) |  |  |  |  |  |  |