

Health and Safety/Infection Control - Action Items in place at AFHT

Item Number/Name	Description	Accountable/Action
1. Facility Contact List	Primary Care facility has up-to-date contact info for all staff, Public Health, contractors etc in one list	List compiled and circulated.
2. Signage	Signage is accessible and accommodating	French docs posted
3. Signage	Hand hygiene and COVID signs and symptoms signage is posted throughout building	Posted throughout building and outside of swab drive thru
4. Removing items	All non-essential items are removed. This includes all magazines, pamphlets and toys	boxed up all pamphlets from waiting room
5. Active Screening	All patients are to be screened at the time of booking <u>AND</u> at the time of their appointment. The same is true for visitors accompanying patients	Active and passive screening continues.
6. Screening Precautions	Onsite screening should be conducted behind a barrier ex. Plexiglass. Where staff are screening without a barrier, full droplet PPE precautions should be exercised (glove, gown, mask, eye protection)	Intercom installed to avoid the need to open door for screening if reception was unable to contact patient to screen prior to arrival. Dropbox also installed to be used if dropping off mail/small items. Patients/visitors/contractors are NOT to enter the building until screened
7. Hot Patients	Symptomatic patients requiring procedures that cannot be postponed are scheduled at end of day, where possible.	Symptomatic patients requiring procedures that cannot be postponed are scheduled at the end of day, where possible.
8. Isolation Area	Patients who have positive onsite screening must be moved to an isolated area (exam room or isolation room) and should not be cohorted with other patients. This can include having them wait in their vehicles	Positive patients onsite will be moved to their vehicle or RD office when she is not on site. The boardroom will be used if the patient is unable to wait in their vehicle and Laura's office is occupied.
9. PPE - Masking/Goggles	Surgical masks/goggles should be worn for the full duration of the shift for primary care staff working in patient care areas (exam rooms/offices).	Surgical Masks/googles will ideally be worn by IHPs for entirety of shift. Where a mask is removed in an IHPs office, the area within 2 meters of

	<p>Admin staff to wear surgical mask/goggles when moving about the building or when physical distancing can't be maintained.</p> <p>Patients are to wear surgical mask and optional goggles.</p>	<p>where you sit must be disinfected prior to seeing your next patient.</p> <p>Admin staff must wear surgical mask and eye protection at all times, unless alone in their offices.</p> <p>Patients are provided with a surgical mask and optional goggles prior to entry into building.</p>
10. In Person Meetings	Strategies to ensure physical distancing must be implemented – avoiding in-person meetings other than with staff	<p>No in person meetings with individuals other than staff will be permitted on site.</p> <p>Gatherings in patient care areas are not permitted (with the exception of care consultation)</p> <p>When physical distancing cannot be maintained in the boardroom-meetings are to be held virtually</p>
11. Infection Control Policy	Ensure policy indicates compliance with current IPAC recommendations as they relate to COVID	Our policy indicated compliance with current IPAC recommendations as they relate to COVID
12. Physical Distancing Environment	Ensure there is sufficient space to follow guidelines	<p>Staff are asked to be mindful of Boardroom and waiting room capacity. Staff are encouraged to continue virtual care wherever possible but do not stop or delay in-person care. It remains at a clinician's discretion to determine if a patient needs to be seen in person.</p> <p>For NP booking virtual visit is to be scheduled first then in person if needed.</p> <p>Whenever possible virtual/messages and in person appointments will be staggered to help with patient flow when all staff are in office</p>
13. Traffic Flow	Traffic flow for common areas is minimized	<p>Physical Distancing</p> <p>Ontario Reg. 10/21 introduced physical distancing rules.</p>

		<p>Every non-employee must maintain a physical distance of at least 2 metres from every other person, unless:</p> <ul style="list-style-type: none"> a) They are receiving services which require closer proximity b) Passing another person in a confined location <p>Entry doors to remain locked to better control patient flow. Patients to wait in their vehicles unless being dropped off.</p> <p>Whenever possible patients to present for care alone to minimize traffic</p>
14. Human Resources	<p>Ensure all staff are readily available and flexible to assist one another</p> <p>Support staff to enable them to work from home when ill with COVID-19 or caring for someone who is ill with COVID-19 as per current NWHU COVID-19 recommendations.</p> <p>Working from home/office schedule to be implemented as per framework.</p>	<p>Working from home/office schedule to be implemented in red and grey zones and during any emergency stay at home orders. When in green, yellow and orange zones staff to return to working in office. All staff to ensure that they are readily available and flexible to assist one another</p>
15. Human Resources	<p>Primary Care providers returning from travel are isolating for 14 days</p>	<p>At this time, staff are not permitted to work in office for 14 days from returning from anywhere outside of NWO. If travel is essential working from home will be accommodated.</p>
16. Human Resources	<p>Process/Procedure in place for follow up of any workplace exposure, including notification of Ministry of Labour, Training and Skills development for occupational illnesses.</p> <p>Process/Procedure in place for providing written notice to Ministry of Labour, WSIB (if applicable) regarding confirmed occupational illness</p>	<p>Written procedure documented.</p>

17. Cleaning	Contact time, as indicated on the MIFU, is adhered to.	Contact times are strictly adhered to by all staff and contract cleaner.
18. Cleaning	<p>Staff bathroom to remain locked to ensure patients are not using – will be cleaned twice daily. Patient bathroom is sealed to indicate need for cleaning.</p> <p>Patient care areas are to be disinfected within 2 meters of where the patient/caregivers sat prior to seeing the next patient.</p> <p>Waiting room chairs to be disinfected in between use.</p>	<p>Staff bathroom will be cleaned twice daily, except where a mask has been removed in the bathroom (blowing your nose, brushing teeth), after which you are expected to wipe down before leaving.</p> <p>Staff must ensure they are cleaning bathroom at end of day on their assigned bathroom day. Reception to ensure bathroom is cleaned at noon</p> <p>IHP to ensure offices are disinfected in between in person appointments</p> <p>Reception to ensure waiting room chairs are disinfected between use.</p>
19. Reusable Medical Equipment	Medical equipment labeled as single use are not to be reprocesses or reused	Single use items are not to be reused.