

# Site Preparation Checklist for COVID-19 for outpatient settings

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

**Purpose:** to support direct care leaders and staff to plan practice and process changes during the COVID-19 response.

## SPACE PREPARATION

- Print and display relevant [BCCDC posters](#) and [NH specific posters](#)
- Print relevant BCCDC [Patient Handouts](#) to have available:
  - [How to isolate for those who have COVID-19 or respiratory symptoms](#)
  - [Self-isolation after a COVID-19 Test](#)
  - [Guide for caregivers and household members of those with COVID-19 \('close contacts'\)](#)
  - [Dos and don'ts of self-isolation for people who may have been exposed but do not have symptoms](#)
  - [COVID-19 information for those with chronic health conditions](#)
- Returning travelers or contacts of a COVID-19 case
  - [Self-isolation for travellers returning to Canada or exposure to a COVID-19 case](#)
  - [How to self-monitor for contacts of cases and people who have travelled outside of Canada who are in self-isolation](#)
  - [Daily self-monitoring form for COVID-19](#)
- 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](mailto: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](#)

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.

Population and Public Health - Version 2 – July 16, 2020

# Site Preparation Checklist for COVID-19 for outpatient settings

(e.g. primary care clinics, private medical offices,  
urgent and primary care centres, NH clinics, hospital outpatient clinics)

**Additional resources on OurNH COVID-19 page**

- Review [routine risk assessment and donning doffing PPE](#) learning hub module
- Review additional PPE information and guidance, see [OurNH COVID-19 page](#) under Personal Protective Equipment (PPE) header
- Review NH's [Droplet Precautions](#) Clinical Practice Standard
- 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](#).

## CLEANING AND DISINFECTING

### For hospital-based outpatient settings:

- Review the [COVID-19 Recovery Cleaning and Disinfecting Guidelines Acute and Long Term Care Facilities](#)
- Team Lead or Manager to consult with local housekeeping leadership to ensure that cleaning and disinfecting products and processes used by clinic staff are consistent with the NH [COVID-19 Cleaning Specifications](#).

### For community-based outpatient settings:

- Review the [COVID-19 Recovery Cleaning and Disinfecting Guidelines for Leased Facilities](#)
- Establish processes with clinic staff to clean and disinfect high-touch areas (e.g. reception area, assessment rooms, etc.) following the [Environmental Cleaning and Disinfectants for Clinic Settings](#) (BCCDC). Ensure use of [Health Canada COVID-approved household/commercial products](#).

## RESOURCES

**COMMUNICABLE DISEASE TEAM:** 1-855-565-2990 or [CentralCDHUB@northernhealth.ca](mailto: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**
- To assess symptoms and refer to NH collection site for COVID-19 testing if needed

### PROVINCIAL WORKPLACE CENTRE

- If suspected Health Care Worker exposure: 1-866-922-9464

**INFECTION CONTROL PROFESSIONAL:** contact as needed

**BCCDC:** for additional information

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

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.

Population and Public Health - Version 2 – July 16, 2020