

# 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**

## SPACE PREPARATION

- Print and display relevant [BCCDC posters](#) and [NH specific posters](#), including [NH COVID-19 Sample Collection Guidelines](#)
- 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 travellers 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
- Ensure medical masks are available for patients/clients
- 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 wasted or left in large unattended quantities ([Memo 2020-03-20](#))

### **If collection for COVID-19 testing will be done onsite:**

- Order swabs directly from E-rx item # 5007145 Yocon
  - Note: saline gargle is ordered and delivered automatically
- Check [BCCDC COVID-19 Testing page](#) for current Testing Guidelines

Contact Pam Mulroy

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.

Primary and Community Care - Version 3 – December 11, 2020

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## STAFF PREPARATION

- Establish staff roles and responsibilities, processes and expectations related to the COVID-19 response
- Review NH [Hand Hygiene Policy](#)
- 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 [Droplet Precautions](#) Clinical Practice Standard
- Review NH [Respiratory Protection](#) Policy
- Ensure all staff are aware of the [NH Virtual Clinic](#) 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-19 testing will be done onsite:

- Ensure all staff responsible for collecting COVID-19 swabs/saline gargle 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 Medical Health Officer on-call 250-565-2000, press 7 for Switchboard Health

### NH VIRTUAL CLINIC

- 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:** For signage, patient information handouts, or other resources

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