

Ambulatory Resurgence in COVID-19 Environmental Checklist Created by Penn Medicine for our Partners

As your practice continues to bring patients on-site for in-person care, your friends at Penn Medicine wanted to share helpful building and practice protocols and signage. Three documents are included in this package to help guide your transition back to in-person care. The following checklist is accompanied by sample signage in a printable pdf format, and a print order form should you choose to get the signage printed professionally.

Building protocols to put in place:

- Implement a limited visitor policy as appropriate for your patient population.
 - Penn Medicine's Ambulatory Visitor Policy states no visitors unless necessary for care or the patient is under the age of 18. When visitors are appropriate, one healthy companion over the age of 18 is allowed.
 - If a patient would like a visitor, but the visitor is not deemed necessary for care, the option of a virtual visitor through video chat could be offered.
- Temperature screening should occur upon entry to the building. Patients who screen with a fever of 100.0 degrees or more should be triaged by a nurse. Companions who have a fever are turned away.
- All staff must wear a surgical mask in the ambulatory setting.
- All patients and companions must wear a face covering.
- Maintain cleaning protocols for high-touch common areas.
- Display health and safety instructions in the entry way letting patients know what to expect in the practice including no visitors, temperature screening and masking. (Provided by Penn Medicine)
 - If possible, share this information with patients ahead of them arriving to their appointment as well.

Once inside your practice, the following protocols should be put in place:

- Space out chairs** in your waiting room to be 6 feet apart
 - If chairs are physically attached, print the provided signage.
 - Signs should be laminated or in plastic sleeves and should be placed, not taped on chairs.
- Discontinue the use of magazines** and other shared items in waiting areas.
 - These can be stored in offices for later use, or disposed of.
- Ensure **patients social distance** if there is a line or an area where a line could form.
 - Mark off 6 feet distances with the provided place markers on the floor. (PDF provided by Penn Medicine. Recommend printing professionally)
- Additional signage to be displayed:**
 - Social distancing signs (Provided by Penn Medicine)
 - Cover You Cough: [Updated COVID Version](#)
- Plexiglass Barrier** must be in place at Check-in/Check-out desks
- In clinical spaces, staff must wear **protective eyewear**
- Single use of pens** between cleaning
 - One cup of clean pens (labeled)
 - One cup for used pens (labeled)
 - Monitor dirty pens and wipe them as the cup fills. Refill the clean pen cup.
- Install alcohol-based hand rub **dispensers** inside and outside of exam rooms, near workstations.

- Leverage technology to perform as many tasks as possible virtually prior to arrival and after completing an in-person visit.
- Increasing physical space** between employees at the worksite- staggered lunch breaks, closed lunch rooms.
- Avoid food distribution that encourages gathering. Instead **use grab and go, pre-packaged meals.**