



## COVID-19 CLINIC STAFF GUIDANCE

Based on CDC Infection Control Recommendations [https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Finfection-control.html](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Finfection-control.html)

1. **Before Patient Arrival** (receptionists and those scheduling appointments):
  - a. Instruct patients to call ahead for appointments whenever possible.
  - b. **Screen each patient and visitor.** When scheduling appointments, ask the following screening questions. If the answer is yes, have them speak with the provider for further instructions.
    - i. *Do you have a fever?*
    - ii. *Do you have a sore throat, cough or shortness of breath?*
    - iii. *Have you had recent contact with a COVID-19 patient?*
    - iv. *Have you traveled outside of the United States or to an area where COVID-19 is active in the past 30 days?*
- \*Instructions for providers** categorized by symptoms:
  - **No Symptoms:** *Recommend to self-quarantine for up to 14 days. If they have general questions about COVID-19 they can call the Utah Coronavirus Information Line at 1-800-456-7707.*
  - **Mild Symptoms:** *Instruct to stay home as long as symptoms remain mild. Follow the CDC's recommended guidance measures to help reduce spread.*
  - **Severe Symptoms:** *If experiencing life-threatening, severe symptoms, dial 9-1-1.*
2. **Upon Patient Arrival and During the Visit** (all clinic staff):
  - a. **Screen each patient, visitor, vendor** (see screening info above).
  - b. Ensure patients and staff adhere to good hygiene and cough etiquette, hand hygiene, and triage procedures. Post signs about hand and cough hygiene. **Anyone who has respiratory or flu like symptoms should be given a mask.**
    - i. *Screen patients outside (in their car) if suspected of COVID-19 (after donning proper PPEs).*
  - c. Ensure rapid safe triage and isolation of patients with symptoms of respiratory infection. Isolate patients with respiratory symptoms in exam room with door closed. Provide patient with facemask and tissues. Clinic staff should don proper PPEs throughout visit.
  - d. If patient is **suspected of having COVID-19** the provider should:
    - i. **Notify the Clinical Director**

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- ii. Notify infection control personnel at local health department and follow instructions.
3. **After Patient Visit** (provider or nurse/MA):
  - a. Provide instructions to patient on treatment and infection control.
  - b. Dispose of all infected disposable materials.
  - c. Clean and disinfect all surfaces and equipment used for patient care following CDC guidelines.

## **Guidance for All FourPoints Health Staff and Supervisors**

### **Actively encourage sick employees to stay home.**

Employees who have symptoms of acute respiratory illness (typically fever, cough and shortness of breath) should stay at home and away from work until they are free of fever and other symptoms for at least 24 hours using sick leave. Supervisors need to be flexible enough to make employees feel they can stay home without risking their jobs (making telework available when possible). Please document these occurrences the best you can. Supervisors should not retaliate against employees who take sick leave.

If employees appear to have acute respiratory illness symptoms when they arrive for work or become sick during the day, send them home immediately. If an employee is confirmed to have COVID-19, inform co-workers of their possible exposure, but maintain confidentiality as required by the ADA.

### **Practice good hygiene.**

Employees should regularly wash their hands with soap and water for at least 20 seconds or clean their hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Avoid touching your eyes, mouth and nose without properly washing your hands.

Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow if no tissue is available). They should dispose of used tissues immediately.

### **Perform routine cleaning.**

Regularly, on a daily basis clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use disposable wipes or other appropriate cleaning solution. Employees need to be proactive by cleaning their own work area as needed.



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**Employees should take precautions before traveling.**

Follow instruction in the Tribal Council's Memo dated 3/11/2020 regarding COVID-19 (Coronavirus) that includes travel restrictions and self-quarantine requirements.

Check the CDC's Traveler's Health Notices for the latest country-by-country guidance and recommendations.

Employees should check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.



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