

## ADD Practice Logo/Name

### Assessment of Practice Policy for Management of COVID-19:

Practice Name: \_\_\_\_\_

Completed by: \_\_\_\_\_

#### Social distancing

<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Staff offices, cubicles, break area(s), and conference room(s) have been configured to maintain six-foot spacing
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Staff scheduling modified to allow for adequate seating and spacing

#### Disinfection

<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Process and frequency for disinfecting public areas prior to start of office hours, between patient contacts
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Process for disinfecting staff workspaces upon opening and throughout the day, as needed
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Provide alcohol-based hand sanitizer and single-use towels and tissues throughout the office

#### Minimizing staff exposure and PPE

<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Hand hygiene strictly maintained according to CDC guidelines
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	All staff required to wear face coverings according to CDC guidelines
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Staff exposure to suspected patients (PUI) limited to the extent possible
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Staff screened daily before entry into practice <ul style="list-style-type: none"> <li>• Any staff member w/temperature <math>\geq</math>100.4 degrees (F) is directed to return home and not to enter the facility</li> </ul>

#### Patient assessment and screening

<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Patients contacting the practice prior to arrival are triaged
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	External public/patient entry doors have posted signs instructing patients and visitors who are experiencing symptoms and meeting PUI evaluation criteria to immediately call the practice for instructions on how to access care

#### Patient flow

<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	Patients presenting with symptoms or history who come to the office are met by staff at an outside door, provided with a face covering if not already worn, and escorted to designated exam room <ul style="list-style-type: none"> <li>• Exam room is marked and segregated from other public and patient areas; door is kept closed</li> </ul>
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Approved

Not approved – F/U needed

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_