

Preparing for COVID-19: Clinic Preparedness Assessment Tool

All medical clinics should be prepared for the possible arrival of patients with Coronavirus Disease 2019 (COVID-19). All clinics should ensure their staff are:

- Trained, equipped, and capable of practices needed to prevent the spread of respiratory disease within the clinic
- Able to identify and isolate patients with possible COVID-19
- Aware of how to inform public health authorities
- Prepared to care for patients with suspected COVID-19, including the potential for a large number of patients in the context of an escalating outbreak
- Able to monitor personnel who may have been exposed to COVID-19

The following checklist highlights important areas for clinics to review in preparation for potential arrival of COVID-19 patients.

Elements to be Assessed	
1. Infection prevention and control policies and training for healthcare personnel (HCP):	
• Facility leadership has reviewed the Centers for Disease Control and Prevention’s COVID-19 guidance .	<input type="checkbox"/>
• Facility provides education and job-specific training to HCP regarding COVID-19 including: <ul style="list-style-type: none"> ▪ Signs and symptoms of infection ▪ How to safely collect a specimen ▪ Correct infection control practices and personal protective equipment (PPE) use ▪ Triage procedures including patient placement ▪ HCP sick leave policies and recommended actions for unprotected exposures (e.g., not using recommended PPE, an unrecognized infectious patient contact) ▪ How and to whom COVID-19 cases should be reported (Call Placer County Public Health at 530-889-7183) 	<input type="checkbox"/>
2. Process for rapidly identifying and isolating patients with confirmed or suspected COVID-19:	
• Signs are posted at entrances with instructions to individuals with symptoms of respiratory infection to: immediately put on a mask and keep it on during their assessment, cover their mouth/nose when coughing or sneezing, use and dispose of tissues, and perform hand hygiene after contact with respiratory secretions.	<input type="checkbox"/>
• Facemasks are provided to coughing patients and other symptomatic individuals upon entry to the facility.	<input type="checkbox"/>
• Signs are posted in registration areas advising patients with fever or symptoms of respiratory infection and recent travel to areas with known community transmission (as of 2/27: China, Iran, Italy, Japan, and South Korea) to immediately notify triage personnel so appropriate precautions can be put in place.	<input type="checkbox"/>
• Alcohol-based hand sanitizer for hand hygiene is available at each entrance and in all common areas.	<input type="checkbox"/>
• Facility provides tissues and no-touch receptacles for disposal of tissues in waiting rooms and in common areas.	<input type="checkbox"/>

<ul style="list-style-type: none"> Facility has a well-ventilated space that allows waiting patients to be separated by 6 or more feet, with easy access to respiratory hygiene and cough etiquette supplies. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process to ensure patients with confirmed or suspected COVID-19 are rapidly moved to a negative pressure or private room. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Alternatively, for patients that cannot be immediately placed in a room for further evaluation, a system is provided that allows them to wait in a personal vehicle or outside the facility (if medically appropriate) and be notified by phone or other remote methods when it is their turn to be evaluated. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Registration and rooming personnel are trained on appropriate processes (e.g., questions to ask and actions to take) to rapidly identify and isolate suspect cases. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process that occurs after a suspect case is identified to include immediate notification of facility leadership. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process to notify Placer County Public Health at 530-889-7183 of a suspect case soon after arrival. 	<input type="checkbox"/>
3. Patient placement:	
If your facility has a negative pressure room:	
<ul style="list-style-type: none"> Confirm the number and location of Airborne Infection Isolation Rooms (AIIRs) available in the facility. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Document that each AIIR has been tested and is effective (e.g., sufficient air exchanges, negative pressure, exhaust handling) within the last month. The AIIR should be checked for negative pressure before occupancy. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Verify each AIIR meets the following criteria: <ul style="list-style-type: none"> Minimum of 6 air changes per hour (12 air changes per hour are recommended for new construction or renovation). Air from these rooms should be exhausted directly to the outside or be filtered through a high-efficiency particulate air (HEPA) filter before recirculation. Room doors should be kept closed except when entering or leaving the room, and entry and exit should be minimized. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A protocol is established, which specifies that aerosol-generating procedures that are likely to induce coughing (e.g., sputum induction, open suctioning of airways) are to be performed in an AIIR using appropriate PPE. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has plans to minimize the number of HCP who enter the room. Only essential personnel enter the AIIR. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process (e.g., a log, electronic tracking) for documenting HCP entering and exiting the patient room. 	<input type="checkbox"/>
If your facility does not have a negative pressure room:	
<ul style="list-style-type: none"> Facility has a protocol to place any patient with possible COVID-19 in a private room rapidly. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Room doors should be kept closed except when entering or leaving the room, and entry and exit should be minimized. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A protocol is established, which specifies that aerosol-generating procedures that are likely to induce coughing (e.g., sputum induction, open suctioning of airways) are to be avoided. Collection of respiratory specimens may induce coughing or sneezing and should be performed last and while wearing appropriate PPE. 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Facility has plans to minimize the number of HCP who enter the room. Only essential personnel enter the private room. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility has a process (e.g., a log, electronic tracking) for documenting HCP entering and exiting the patient room. 	<input type="checkbox"/>
4. Transmission-Based Precautions (use Standard, Contact, Airborne Precautions plus eye protection for patients with confirmed or suspected COVID-19 cases):	
<ul style="list-style-type: none"> • Personal protective equipment (PPE) and other infection prevention and control supplies (e.g., hand hygiene supplies) that would be used for both healthcare personnel (HCP) protection and source control for infected patients (e.g., facemask on the patient) are located in sufficient supply including at patient arrival, registration, and assessment locations. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility has a respiratory protection program. Appropriate HCP have been medically cleared, fit-tested, and trained for respirator use. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • HCP receive appropriate training, including “just in time” training on selection and proper use of (including putting on and removing) PPE, with a required demonstration of competency. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility has a process for auditing adherence to recommended PPE use by HCP. 	<input type="checkbox"/>
5. Movement of patients with confirmed or suspected COVID-19 within the facility:	
<ul style="list-style-type: none"> • Patient movement outside of the private room or AIIR will be limited to medically-essential purposes. 	
<ul style="list-style-type: none"> • A protocol is in place to ensure that, if the patient is being transported outside of the room, HCP in the receiving area are notified in advance. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Patients transported outside of the AIIR or private room will wear a facemask. 	<input type="checkbox"/>
6. Hand hygiene (HH):	
<ul style="list-style-type: none"> • HH supplies, including alcohol-based hand sanitizer are readily accessible in patient care areas, including areas where HCP remove PPE. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility has a process for auditing adherence to recommended hand hygiene practices by HCP. 	<input type="checkbox"/>
7. Environmental cleaning:	
<ul style="list-style-type: none"> • Facility has a plan to ensure proper cleaning and disinfection of environmental surfaces and equipment in the patient room. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • If environmental services personnel are given this responsibility, they should be appropriately trained and fit-tested. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • All HCP with cleaning responsibilities understand the contact time for selected products. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility has a process to ensure shared equipment is cleaned and disinfected after use according to manufacturer’s recommendations. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility uses an EPA-registered hospital-grade disinfectant with EPA-approved emerging viral pathogens claims on hard non-porous surfaces. <ul style="list-style-type: none"> ▪ If there are no available EPA-registered products that have an approved emerging viral pathogen claim for COVID-19, products with label claims against human coronaviruses should be used according to label instructions. 	<input type="checkbox"/>

8. Monitoring and managing HCP:	
<ul style="list-style-type: none"> The facility follows CDC guidance for monitoring and managing HCP with potential for exposure to COVID-19, including ensuring that HCP have ready access, including via telephone, to medical consultation. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process to track exposures and conduct active- and/or self-monitoring of HCP if required by public health. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Facility has a process to conduct symptom and temperature checks prior to the start of any shift of asymptomatic, exposed HCP that are not work restricted. 	<input type="checkbox"/>
9. Facility regularly monitors the situation on CDC and Placer Public Health's coronavirus disease (COVID-19) web pages.	<input type="checkbox"/>