

## Preparing Your Office for Re-Opening – Ambulatory Infection Control Checklist

*Infection control procedures are critical to minimize the risk of COVID-19 transmission. Your practice will need to implement infection control procedures to reduce risk of transmission from known or suspected COVID patients as well as asymptomatic or pre-symptomatic carriers. The following checklist is designed to help your practice reduce risk and help ensure the safety of your patients, clinical, and office staff.*

### Prepare Your Office

- ☑ Physically distance chairs in the waiting room (minimum of six feet apart) or close waiting room and repurpose the space
- ☑ Place physical barriers (e.g., plexiglass shields) between patients and front-desk staff
- ☑ Hang posters or signs with COVID-19 safety instructions (e.g., safe hand washing, how to put on a mask, cough etiquette, etc.)
- ☑ Remove all reading materials (e.g., magazines) from the waiting room
- ☑ Provide supplies throughout the office (e.g., tissues, alcohol-based hand sanitizer, soap at sinks, and trash cans)
- ☑ Create separate, non-COVID care zones to reduce risk of COVID-19 exposure and transmission
- ☑ Clean frequently used surfaces and equipment in-between patient visits with approved [disinfectants for use against COVID-19](#)

### Prepare Your Staff

- ☑ Require all staff wear personal protective equipment (PPE) (e.g., surgical facemasks or N95 respirator masks for aerosolizing procedures such as nebulizer administration)
- ☑ Implement a strategy to optimize use of PPE following [CDC guidance for extended use and reuse of PPE](#)
- ☑ Screen staff daily with temperature and symptom checks prior to each office session
- ☑ Instruct staff not to come into the office if they have [symptoms consistent with COVID infection](#)
- ☑ Require staff be trained on respiratory and hand hygiene, the [proper techniques for using alcohol-based hand sanitizers and washing hands with soap and water](#)
- ☑ Require staff to be trained on indications for and [proper donning and doffing of PPE](#)

### Prepare Your Patients

- ☑ Place signs outside of your office asking patients to call before coming inside if they have symptoms of fever, cough, or shortness of breath
- ☑ Patients should be instructed to wear their own mask (practice should provide masks for patients if they do not have them)
- ☑ Minimize visitors accompanying patients to save PPE and reduce infection risk
- ☑ Reassure your patients that you and your staff are doing everything you can to protect them

For More Information Visit: Infection Control section of the [COVID-19: An ACP Physician's Guide + Resources](#)