

Appendix A: Clinic Pandemic Preparedness Checklist

For printable version, please go to the following URL:

<http://www.bcmj.org/pandemic-influenza-and-physician-offices-figure?size=original>

Adapted from: Daly, P. (2007). Pandemic influenza and physician offices [Electronic Version]. BC Medical Journal, 49, 263-269.

Pandemic influenza: Checklist for physician offices	
<p>Now</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide annual influenza vaccination to all eligible patients based on public health advice. <input type="checkbox"/> Provide pneumococcal polysaccharide vaccine to all eligible patients (those 65 years and older, those with chronic health problems). <input type="checkbox"/> Provide conjugate pneumococcal vaccine series to infants. <p>Now and during pandemic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post sign advising patients to check in with reception upon arrival. <input type="checkbox"/> Separate patients from reception staff with Plexi-glas partition <i>or</i> minimum distance of 2m. <input type="checkbox"/> Post cough etiquette signs in the waiting area. <input type="checkbox"/> Provide liquid soap and paper towels in patient washrooms and at staff sinks. <input type="checkbox"/> Provide staff with small bottles of alcohol-based hand sanitizer. <input type="checkbox"/> Mount alcohol-based hand sanitizer dispenser at office entrance for patient use upon arrival. <input type="checkbox"/> Provide disposable tissues and no-touch waste receptacles in waiting area. <input type="checkbox"/> Replace cloth-covered furnishings with easy-to-clean furniture. <input type="checkbox"/> Provide surgical masks to be worn by ILI patients who are coughing or sneezing. <input type="checkbox"/> Wash or sanitize hands before and after each patient contact. <input type="checkbox"/> Wear surgical mask when face to face with ILI patients with cough. <input type="checkbox"/> Wear fit-tested N95 respirator when face to face with suspected TB patients, ILI patients undergoing aerosolizing procedures, and patients who may be infected with emerging pathogens with suspected airborne transmission. <input type="checkbox"/> Wear gown, gloves, and eye protection only as needed to avoid contact with blood or other infectious body fluids. <input type="checkbox"/> Provide paper sheeting for exam tables and change between patients. <input type="checkbox"/> Clean and disinfect medical devices (e.g. stethoscopes) between patients. <input type="checkbox"/> Clean and disinfect exam rooms and waiting areas daily. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor staff illness and ensure staff with ILI remain off work. <p>During pandemic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assign a staff member to coordinate pandemic planning and monitor public health advisories. <input type="checkbox"/> Educate all staff about pandemic influenza. <input type="checkbox"/> Maintain copies of pandemic educational materials and self-care guides for patients (provided by public health). <input type="checkbox"/> Telephone triage all patient requests for visits. <input type="checkbox"/> Postpone all nonessential patient visits (e.g. routine checkups). <input type="checkbox"/> If possible, schedule ILI patients during designated time slots. <input type="checkbox"/> If possible, provide a separate entrance and waiting area for ILI patients <i>or</i> separate ILI patients from others in the waiting area by 2m. <input type="checkbox"/> Remove all magazines, books, and toys from the waiting area. <input type="checkbox"/> Eliminate or limit use of shared items by patients (e.g. pens, clipboards, phones). <input type="checkbox"/> Minimize ILI patients' time in the waiting area. <input type="checkbox"/> If possible, designate one exam room for all ILI patients. <input type="checkbox"/> In group practices, consider having one physician see all ILI patients. <input type="checkbox"/> Assign staff who have recovered from pandemic influenza to care for ILI patients. <input type="checkbox"/> Plan for disposition of all ILI patients: <ul style="list-style-type: none"> • Home with self-care guide • Home with home care. • Admission to alternate-care site. • Admission to acute care. <input type="checkbox"/> When referring ILI patients, notify receiving facility in advance. <input type="checkbox"/> Clean ILI waiting area, exam rooms, and frequently touched surfaces such as doorknobs a minimum of twice daily and when visibly soiled. <input type="checkbox"/> Ensure cleaners avoid vacuuming and dry dusting: damp dust only. <input type="checkbox"/> Maintain a minimum 2-week supply of soap, paper towels, hand sanitizer, cleaning supplies, and surgical masks. <input type="checkbox"/> Develop a contingency plan for staff shortages (e.g. use of volunteers).