

Physician office COVID guideline:

1. Staff and physicians will wear face masks at all times, as will patients.
2. Patients without their own masks will be given one on entry to the office. The mask should completely cover over the nose to below the chin and fit snugly along the sides.
3. Staff and physicians will wear gloves for any patient contact.
4. Patients will be scheduled in such a manner to maintain six foot spacing in the waiting area.
5. Patients should be seen in the office alone unless they need a caregiver, or they are a minor needing an adult.
6. Temperatures and symptom review (see below) of staff will be done each day.
7. Any staff member with COVID 19 symptoms will be referred to Napa Public Health for testing as a healthcare worker with face-to-face patient contact.
8. Patients with contact with a person who tested positive for COVID 19 or who are experiencing fever, chest congestion, or flu-like symptoms will be asked not to visit the office but rather to consult with the physician via phone or video conferencing.
9. Staff members with exposure to a person who tested positive for the virus will be asked to remain home under paid sick leave for 14 days.
10. Cross contamination will be minimized by constant sanitizing (wiping down) of surfaces, doorknobs, light handles, keyboards, phones, etc. with chlorine-based cleansers.
11. Hand sanitizers as well as soap and hot water for hand-washing are readily available throughout the office and waiting areas.
12. Patients who are immunosuppressed or are at higher risk for COVID 19 related complications, will be offered phone or video conferencing. If they must be seen, have a plan that minimizes their risk, such as seeing them in the first few hours of the day.

Symptom Review:

- Fever
- Cough
- Sore throat
- Shortness of breath
- Chills
- Severe fatigue
- Unusual headache
- Runny nose in the absence of known allergies
- Gastro-intestinal symptoms such as diarrhea or stomach cramps
- Loss of sense of smell or taste

Temperature Guidelines:

Temperature of 100 degrees F or greater or with any symptoms above should be isolated.

J. Cotter MD MPH
NCMS
Medical Reserve Corps, Napa