

Station 1A - Screening

Drive through Clinic

***Guidelines for drive through clinic, subject to change based on clinic capacity, some clinics may not require 3-4 stations**

Recommended team members

- Front Office PSA
- MA or RDA
- Runner (Optional)

Responsibilities

MA or RDA

- Screen for reason for visit – carries out Covid-19 Questionnaire Screening
- Radios Station 2A once complete, if patient is candidate for drive through clinic

Front Office PSA

- Provides number to call for registration

Runner (Optional)

- Stand by Assistance

Personal Protective Equipment

PPE required: All team members must wear surgical facemask, face shield or goggles (preferred if float), gown or lab coat (preferred), and gloves.

- Gloves must be changed after each patient
- Perform hand hygiene after doffing gloves and before donning gloves if not immediate
- Remove gown or lab coat if becomes contaminated or when taking a rest period/lunch. If gown or lab coat still clean, can put back on after break time. Hand hygiene after re-donning coat or gown.
- Follow the extended use policy for surgical mask and face shield
- Use a new surgical mask at the start of the shift and when returning from lunch

Station 2A

Vitals/Registration

Drive through Clinic

Recommended team members

- 2 Front Office PSAs
- MA or RDA
- Runner (Optional)

Responsibilities

MA or RDA

- Carries out Vitals: Temperature, Heart Rate, Oxygen Saturation

Front Office PSA

- PSA Registers onsite
- If technical difficulties PSA (in the clinic) registers patient via phone
- Radios Station 3A once complete

Runner (Optional)

Stand by Assistance

Personal Protective Equipment

PPE required: MA/RDA/PSA team members must wear surgical facemask, face shield or goggles(preferred if float), gown or lab coat (preferred), and gloves

- Gloves must be changed after each patient
- Perform hand hygiene after doffing gloves and before donning gloves if not immediate
- Remove gown or change lab coat if becomes contaminated or when taking a rest period/lunch. If gown or lab coat still clean, can put back on after break time. Hand hygiene after re-donning coat or gown.
- Follow the extended use policy for surgical mask and face shield
- Use new surgical mask at the start of the shift and when returning from lunch

Station 3A

Medical Evaluation/POCT/After Care Instructions

Recommended team members

- Medical Provider (MD/DO/NP/PA)
- MA/RDA
- RN/LVN

Responsibilities

Medical Provider

- Provider Evaluation
- Decision point for Covid-19 testing, POCT Rapid Flu/Strep
- Discharge Plan - Provide aftercare instructions
- If appropriate provide home care instructions for upper respiratory infection and home isolation; review reasons why to seek immediate medical attention

RN/LVN

- Collect nasopharyngeal specimen for COVID-19 (if ordered)
- POCT - Rapid Flu/Strep Testing (if ordered)

MA/RDA

- Stand by support/Runner

Personal Protective Equipment

PPE required: All team members must wear N95 mask or elastomeric face mask (preferred for staff at home clinic site), face shield or goggles(preferred if float), gown, gloves, hair bouffant, shoe covers

- Gloves must be changed after each patient
- Perform hand hygiene after doffing gloves and before donning gloves if not immediate
- Change gown after each patient

- Follow the extended use policy for N95 mask and face shield

PPE Usage Recommendations

Surgical Face Mask

- Protects mouth and nose from respiratory droplets,
- Outside of mask considered contaminated after close contact with a patient
- Must practice hand hygiene after touching front of mask
- Recommended for extended use if combined with face shield

N95 Respirator Mask

- Protects mouth and nose from airborne illnesses
- Outside of mask considered contaminated after close contact with a patient
- Must practice hand hygiene after touching front of mask
- Recommended for extended use.
- Can practice reuse if combined with a face shield and closely following Extended use and Reuse policy with proper storage.

Elastomeric Half Mask Respirator

- Protects mouth and nose from airborne illness
- Outside of mask considered contaminated after close contact with a patient but may be disinfected and reused
- Must practice hand hygiene after touching front of mask
- Recommended for extended use and reuse by following Extended Use and Reuse policy with proper storage
- Recommended to be used by persons based at clinic site for ongoing future use
- Some limitations in being able to hear user so will need to speak up during use.

Face Shield

- Protects eyes and face from respiratory droplets and splashes
- To be used over face mask or respirator
- Outside of face shield considered contaminated after close contact with a patient but may be disinfected and reused
- Must practice hand hygiene after touching front of face mask
- Recommended for extended use and reuse by following Extended Use and Reuse policy with proper storage

- Recommended to be used by persons based at clinic site for ongoing future use by them at that clinic site

Goggles

- Protects eyes from respiratory droplets and splashes
- To be used with surgical face mask or N95 mask
- Outside of goggles considered contaminated after close contact with a patient but may be disinfected and reused
- Must practice hand hygiene after touching front of goggles
- Recommended for extended use and reuse by following Extended Use and Reuse policy with proper storage
- Recommended to be used by persons not based at clinic site and then disinfected for ongoing future use by other rotators

Gown

- Protects body and clothing from respiratory droplets, patient on contact precautions or splashes
- Need to remove and change gown between patients if:
 - contaminated by contact with a patient on contact precautions (examining patient, checking bp)
 - if within 6 ft of an unmasked patient that coughs or sneezes
 - if within 6 ft of nebulizer treatment or nasal or throat swab procedure
- Practice hand hygiene after doffing gown and before donning gown if not immediate

Lab Coat

- Protects body and clothing from respiratory droplets or patient on contact precautions
- Need to remove and change lab coat between patients if:
 - contaminated by contact with a patient on contact precautions (examining patient, checking bp)
 - if within 6 ft of an unmasked patient that coughs or sneezes
 - if within 6 ft of nebulizer treatment or nasal or throat swab procedure
- Lab coat preferred if no anticipated bodily contact and no contamination by patient on contact or droplet precautions
- Practice hand hygiene after doffing lab coat and before donning lab coat if not immediate

Plastic Bib

- Can be used in conjunction with lab coat to protect neck from respiratory droplets during procedures or unmasked contact with patients
- Must be discarded after removal.
- Practice hand hygiene after removal

Gloves

- Protects wearer and patient from cross contamination
- Must remove gloves after each patient encounter and prior to touching another surface to prevent cross contamination
- Must practice hand hygiene immediately after removing gloves and prior to donning new gloves

Hair Bouffant

- Protects hair from respiratory droplets
- Must be discarded after removal.
- Practice hand hygiene after removal

Shoe Covers

- Protects shoe from respiratory droplets or contact exposure
- Must be discarded prior to entry of clean area
- Practice hand hygiene after removal

Post Shift Recommendations

- Remove work shoes prior to entering your home (recommend change of shoes at work to wear home)
- Remove clothes immediately prior to or immediately after returning home
- Shower and wash hair immediately after returning home
- Clean work clothes with hot soapy water