

Office/Front Office Protocols

Summary Statement

Practices opening post COVID-19 are recommended to follow Best Practices to keep both employees and patients safe, and free from recognized hazards. Only employees who need to be physically present should come to work. Make sure that employees do not come to work sick or feel the need to come into work even if they are sick. All employees are considered to be at high exposure risk by Occupational Safety and Health Administration (OSHA) and must wear a mask during the work day.

Action Items	Always	Highly Recommended	Nice To Have
Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, counters, pens, pin pads, phones, keyboards, tablets, etc.	✓		
Disinfect entire office at least once daily. ULV Fogging recommended	✓		
Disinfect all deliveries upon arrival. ULV Fogging recommended	✓		
Provide hand sanitizer	✓		
Remove waiting room magazines, coffee, water, etc.	✓		
All paper received from patient is to be handled with gloves, digitized immediately, and quarantined	✓		
Temperature check all patients (over 100 - treat as COVID-19 positive)	✓		
Face Shield for all employees when patient is COVID-19 positive	✓		
Remove or space waiting room furniture to maintain 6 ft distance		✓	
Distance employee workspace (6 ft)		✓	
Refrain from sharing: phones, computers, etc.		✓	
Provide tissues and no touch trash cans		✓	
Tape on floor six feet from front desk employee		✓	
Keyboard covers		✓	
Sneeze guard at front desk			✓

Disinfection Recommendations

1. ULV Fogger with HOCL at 200PPM
2. HOCL at 200PPM in spray bottle
3. Cavicide Wipes
4. All other all-purpose wipes.

Sources:

- <https://www.cdc.gov/coronavirus/2019-ncov/>
- <https://www.epa.gov/coronavirus>
- <https://www.osha.gov/SLTC/covid-19/standards.html>