

Screening Protocol for Entrance into HCF Crescent Clinic

SUBJECT: SARS-COV-2

DATE: Jan 1, 2021

POLICY: HCF shall maintain a protocol which details the requirements for COVID-19 screening of all persons being permitted into the clinic.

PURPOSE: To guide and support clinic in identifying persons who are at higher risk of having an active and transmittable COVID-19 infection.

RESPONSIBILITY: HCF Medical Committee shall be accountable for administering and interpreting this policy.

GENERAL STATEMENTS:

1. All patients, volunteers, or other persons requiring entry into the clinical site will be screened for symptoms consistent with COVID-19 before being permitted in. No exceptions will be made.
2. Screening will be performed by a volunteer and will be completed outside of the patient waiting room area.
 - a. This volunteer will be oriented/reoriented at the beginning of every clinical day and advised of any changes to the screening procedures that have occurred within the past two weeks.
 - b. Orientation will be facilitated by a physician or a medical student.
 - c. Screening questions will be provided to the volunteer in a written format that is conducive to being read verbatim to each person being screened.
 - d. Physician will be available to address questions or concerns throughout the day.
3. Those presenting for screening with any of the following signs or symptoms will be immediately referred for emergency care via an avenue deemed appropriate by the physician on staff:
 - a. Bluish lips or face
 - b. Severe and constant pain or pressure in the chest
 - c. Extreme difficulty breathing (such as gasping for air or being unable to talk without catching your breath)
 - d. Severe and constant dizziness or lightheadedness
 - e. New serious disorientation (acting confused)
 - f. Unconscious or very difficult to wake up
 - g. Slurred speech or difficulty speaking (new or worsening)
 - h. Seizures
 - i. Signs of low blood pressure (too weak to stand, lightheaded, feeling cold, pale, clammy skin)
4. Patients and volunteers will first be asked if they are experiencing any of the following:
 - a. Fever or chills
 - b. New or worsening cough
 - c. Mild or moderate difficulty breathing
 - d. Congestion or runny nose
 - e. Sustained, new loss of smell or taste
 - f. Sore throat
 - g. Nausea or Vomiting
 - h. Diarrhea
5. Those who are experiencing any of these symptoms or are measured as having a fever greater than 100.0°F will be considered a person requiring additional investigation (PRAI).
6. Patients and volunteers will then be asked if they've been exposed to an individual who's recently tested positive for COVID-19 in the past 14 days or if they have been advised to self-quarantine because of exposure to someone with SARS-CoV-2 infection within the previous 14 days. If they have, they will then be considered a PRAI.

8. PRAI's will be suspected to have COVID-19 and may require urgent medical care will be referred to an appropriate emergency room for further management.
9. For those who are not considered a PRAI after screening, they will be permitted entrance into the waiting room.
10. When visits to the clinic are prearranged (e.g. appointments), this screening process will be attempted beforehand over the phone to help prevent potential PRAI's from traveling to the clinic site without appropriate precautions.
11. In the event of significant changes from the process included above, screening will be consistent with the most up to date recommendations from the Center for Disease Control (CDC).

Requirements for Social Distancing within HCF Crescent Clinic

SUBJECT: SARS-COV-2

DATE: Jan 1, 2022

POLICY: HCF shall maintain a policy which communicates the minimum expectations for social distancing that must be maintained within the clinic throughout the duration of the pandemic.

PURPOSE: To guide and support clinic in providing a safe clinical experience for volunteers and patients which mitigates the risk of exposure to persons with sub-clinical COVID-19 who are not identified as PRAI's.

RESPONSIBILITY: HCF Medical Committee shall be accountable for administering and interpreting this policy. The SCOC shall be accountable for updating and maintaining this policy.

GENERAL STATEMENTS:

1. Clinic will require all staff, patients, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both volunteers and patients when possible.
2. Social distancing will be maintained at all times except when necessary for patient treatment or examination (e.g. physical exams, etc.).
3. Non-patient visitors will be prohibited from entering clinic except when necessary (e.g. age <18, elder requiring assistance, etc.).
4. The daily occupancy on clinic day shall not exceed 25% of the recommended gathering size limit for Indiana as defined by the ISDH.
5. To facilitate social distancing, clinics will visibly designate six-foot distances (where possible) throughout the workplace.
 - a. The entrance to the clinic, where patients and volunteers are waiting to be screened, will have marked locations six feet apart to help facilitate lines. Additionally, congregation around the building will be discouraged.
 - b. Within clinics, waiting rooms and workspaces will provide seating areas which provide 6 feet of distance between persons. Additionally, congregation within the building will be discouraged.
6. Rooms within the clinic without ventilation will not be used except for storage of materials.
7. When possible, clinics will make efforts to facilitate linear flow through the work space, where patients will avoid returning to the same space and will exit out of an area different from where they entered. This aims to avoid areas with significant congregation.
8. When possible, pre-arranged patient appointments will be made at staggered time frames to help limit the number of patients in the clinical space.

Requirements for Personal Protective Equipment (PPE) within HCF Crescent Clinic

SUBJECT: SARS-COV-2

DATE: Jan 1, 2022

POLICY: HCF shall maintain a policy which clearly defines the minimum expectation for volunteer and patient PPE to be worn within the clinic throughout the COVID-19 pandemic.

PURPOSE: To guide and support the clinic in providing a safe clinical experience for volunteers and patients which mitigates the risk of exposure to persons with sub-clinical COVID-19 who are not identified as PRAI's.

RESPONSIBILITY: HCF Medical Committee shall be accountable for administering and interpreting this policy. HCF shall be accountable for updating and maintaining this policy.

GENERAL STATEMENTS:

1. PPE requirements for volunteers shall meet or exceed the current CDC recommendations for healthcare professionals.
 - a. Surgical face masks will be supplied by the clinic and worn at all times by volunteers including in the medicine team room. Masks will only be used by one person and for one day. They should not be taken off or stored between patient interactions. Volunteers and staff will be permitted to change masks as frequently as they feel appropriate.
 - b. Faceshields or another form of eye protection will be made available for all volunteers and staff. Some form of eye protection must be used for any patient interaction when there is no other physical barrier present.
2. All patients will be required to wear surgical facemasks while inside of the clinic and while waiting outside to be screened. No cloth masks will be permitted.
 - a. A new surgical mask will be distributed to all patients at the door before entering.
 - b. A mask will be provided to any person waiting to be screened who does not have any form of mask upon arrival. Cloth masks which are appropriately worn are permitted outside of the clinical space.
3. Plexiglass shields will be used at screening sites and wherever else possible.
4. The supply for surgical masks must exceed 1.5x the daily clinic capacity limit in order for clinic day operations to occur.
5. In the event that insufficient PPE is available for volunteers and patients, the clinic must remain closed until additional resources are obtained.

Requirements for Personal and Clinic Sanitation within Crescent Clinic

SUBJECT: SARS-COV-2

DATE: Jan 1, 2022

POLICY: HCF Medical Committee shall maintain a policy which communicates the minimum obligations for COVID-19 related clinic surface sanitation and personal sanitation throughout the clinic operation.

PURPOSE: To guide and support statewide student outreach clinics in providing a safe clinical experience for volunteers and patients which mitigates the risk of exposure to persons with sub-clinical COVID-19 who are not identified as PRAI's.

RESPONSIBILITY: HCF Medical Committee shall be accountable for administering and interpreting this policy. HCF shall be accountable for updating and maintaining this policy.

GENERAL STATEMENTS:

1. Clinic sanitation procedures for patient care areas will be consistent with the most up to date guidelines from the CDC including:
 - a. A cleaning of all general surfaces (exam tables, chairs, lab carts etc.) in the patient care areas, using a CDC approved EPA-approved disinfectant, will be done in the morning prior to opening and after each patient encounter.
 - b. Physical exam equipment (stethoscopes, otoscopes, blood pressure cuffs) will be wiped down with an alcohol-based disinfectant before and after each patient encounter.
 - c. A second general cleaning of the entire space will be done at the end of the clinic day, again using an EPA-approved disinfectant.
2. Personal sanitation stations will be readily available throughout the clinic space including,
 - a. Hand sanitizer stations present at the main entrance, entrance to all patient rooms, lab, and any other area between rooms.
 - b. Patients and volunteers will be encouraged to use hand sanitizer each time that they enter a new clinic space.
 - c. Volunteers will be required to wash hands with alcohol-based hand sanitizer 65-90% or soap and water for 20 seconds before and after all patient contact.
3. Porous surfaces, or others which aren't easily able to be cleaned, will be removed from any room in which clinical activities are taking place (e.g. carpet).
4. Personal protective equipment used in patient interactions will be discarded after each encounter with the following exceptions:
 - a. Masks are permitted to be used throughout the course of one clinic day. They will be required to be discarded and changed whenever a volunteer or clinical staff interacts with patients with respiratory symptoms.
 - b. Face shields are permitted to be used throughout the course of one clinic day. They will be sanitized on all surfaces with a CDC approved EPA-approved disinfectant after every formal patient encounter.