Three Lakes Medical Clinic  
6 Step COVID-19 Safety Plan

Step 1: Assess the risks at your workplace

Identify areas at your workplace where people gather:

* Waiting room will be eliminated until further notice. No sitting in chairs. Straight from hallway to exam room.
* Break room (i.e. back large office) will be designated only to quick ins and outs if needed. Physicians will do their charting in one specific office and stick to that one office.
* Lunches/Snacks will be kept in personal lunch bags VS in the fridge. Microwave & reusable dishes will be off limits until further notice.
* Front reception area and tasking desk will be allocated to one MOA only.
* Plexi glass installed for safety of employees.

Identify tools and equipment shared in the office:

* All BP cuffs, otoscopes and exam room tools will be minimized to NECESSARY TOOLS only. All other items will be removed from the room.
* Autoclave will be designated to ONE MOA’s duty per day – being wiped down minimum twice a day with a cavi-wipe.
* Sink/Counters will be wiped down daily, multiple times, more so if used.
* Computer keyboards and mice will be cleaned and wiped minimum of twice daily.
* Exam rooms thoroughly wiped down in between patients – door handles, exam bed, chair and tools.
* All door handles within the office, used or not, will be wiped down minimum of twice daily.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

* Review WORKSAFEBC.com relevant to your industry.
* Orders & guidance by the provincial health officer.
* Your health and safety association or other professional and industry associations.

Following the 4 levels of protection.

**FIRST LEVEL**

* Limiting the number of people at the workplace and ensuring physical distance whenever possible.  
    
  1 Physician -> 1 MOA
* Signs created to establish occupancy limits within the clinic.

1 Physician -> 1 MOA -> 1 Patient

* Reducing the limit of staff within the clinic, MOA’s & other Physicians working from home 4/5 of the days of the week, with ONE in-office day.
* Implementing measures to keep staff 2 metres apart while working. As per above, 1 MOA at front reception, 1 MOA (if two in office) at tasks desk. 1 Physician working per day, within 1-2 rooms at most to keep cleaning manageable.

**SECOND LEVEL**

* Barriers and partitions installed to ensure the safety of staff and patients.
* Plexi glass installed at front reception area and at the tasks desk.
* Cavi-wipes and cleaning solutions at each desk for easy access.

**THIRD LEVEL**

* Identifying rules and guidelines for how workers should conduct themselves.
* Clearly communicating the rules and guidelines through training and signage.

1. One way hallway. Arrow stickers. “Stand here” type stickers.
2. Disposable products.
3. Wiping down all equipment after usage.

**FOURTH LEVEL**

* Using masks. Discuss the selection of masks and instructions on how to use.
* Proper mask training for all employees.

1. MOA’s will wear mask throughout their shift.
2. Physicians will wear mask during office visits/full protection for symptomatic patients.

* Masks mandatory on all staff until further notice.

Step 3: Develop policies

Workplace policies:

* Anyone with symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
* Anyone directed by Public Health to self-isolate.
* Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case MUST self-isolate for 14 days and monitor all symptoms.
* Visitors are prohibited or limited in the workplace.
* Work alone policy.
* Work from home policy.
* Ensure all workers have the training and strategies required to address the risk of violence that may arise with patients and members of the public adapt to restrictions and modifications to the workplace.
* IF YOU ARE SICK – STAY HOME.
* If that sick employee was working in office – all surfaces that the employee would have come into contact, should be cleaned and disinfected.

Step 4: Develop communication plans and training

Train all employees – remotely, if necessary – on how to keep safe while working in the clinic.

* Training plan created and in place.
* Policies to ensure all workers stay home when sick.
* Signage posted in office including occupancy limits and effective hygiene habits.
* Signage posted as to who is restricted from entering the clinic, including visitors and workers with symptoms.
* Supervisor training on how to monitor for symptoms in the workplace.

Step 5: Monitor the workplace and update plans if necessary

Identify new areas for concern, and involve employees in the changes.

* Plan in place to monitor risks.
* Employees know who to talk to with any health and safety concerns.
* When resolving health and safety issues, involve other workers, if necessary.

Step 6: Assess and address risks from resuming operations

Manage risks arising from re-starting your business.

* Training plan for all staff.
* Training plan for staff taking on all new responsibilities.
* Training plan around changes to business, i.e. extra cleaning duties.