



# PRACTICE TIPS FOR IN-OFFICE ASSESSMENTS

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## Supporting Staff Safety

- ✓ Have regular huddles with your staff on office logistics, updates on provincial guidelines, and what appointments would be likely booked as virtual
- ✓ Interact with your staff at a 2-metre distance and wash hands frequently, keeping your hands to yourself!

## Screening and Flow

- ✓ Screen for COVID – both passively with signage and actively with questions on the phone, or on your web-based booking, and when patients present to the clinic
- ✓ Consider having the patient call from outside the clinic (e.g., in car, waiting at a distance) once arrived
- ✓ Arrange one-way flow within the clinic where possible
- ✓ Scan health cards or identification visually (e.g., “hands free”)
- ✓ Consider reducing number of rooms used and number of physicians in the office at a time
- ✓ Space in-person appointments with virtual appointments to allow for room cleaning and to try to avoid the need for a wait in the waiting room
- ✓ Space chairs in waiting room 2 metres apart and remove extra objects in waiting room
- ✓ Clear extraneous objects and/or cover up things that cannot be moved, such as wall-mounted ophthalmoscopes
- ✓ Minimize number of people entering with the patient; make note of accompanying persons to facilitate contact tracing in the event this is necessary
- ✓ In-person visits are generally for exams, so have patients move directly to the exam table/bed

## PPE

- ✓ Keep distance until exam and use PPE according to guidelines; isolation gown and gloves are not required for those who screen negative
- ✓ If seeing patients who screen positive, wear a gown, surgical mask, eye protection and gloves

## Contamination and Cleaning

- ✓ Clean surfaces after the patient leaves

Questions? Email [ocfp@ocfp.on.ca](mailto:ocfp@ocfp.on.ca)

For more information visit: [ontariofamilyphysicians.ca/covid19](https://ontariofamilyphysicians.ca/covid19)