

### THPG Safe Return to Care Checklist

Date:	Clinic #:	Daily	Weekly	Bi-Weekly	Completed	Documented:	Notes:
<b>PPE</b>							
2 weeks of PPE in office		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Determine PPE supply volume required to fully comply with PPE Policy and to accommodate full schedules		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Monitor PPE supplies daily. If supply falls below 5 days, "stop the clock" moment and escalate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Social Distancing Plan</b>							
Arrange waiting area furniture to allow for social distancing (allow for 6 feet)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Evaluate passageways and internal waiting areas (lab, x-ray, etc.) o Consider flow changes needed to accommodate. Example: Patient may wait in room for lab vs in sub waiting area. (waiting in exam room)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Evaluate ability for patient to wait in car for appointment. This may or may not be feasible dependent upon office layout and access.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (May vary by office)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Patient Scheduling Contact Options</b> (May vary by office)							
Previously scheduled for surgery or procedure Panel Lists Refill Requests Chronic Patients Cancelled Appointment Lists		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Scheduling Appointments</b> (Incorporate Social Distancing)							
Chronic Visits and Preventative Visits scheduled in morning (Standard)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acute Illness visits scheduled in afternoon (Standard)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Determine Virtual Visit Schedules (VV standard, templates may vary) o Considerations:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<ul style="list-style-type: none"> <li>▪ Alternate VV and F2F throughout day</li> <li>▪ VV before lunch and at end of day</li> <li>▪ Conditions to schedule for VV</li> </ul>							
Appointment Screening for COVID Symptoms at time of schedule and reminder (Standard)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (May vary by office) <ul style="list-style-type: none"> <li>• Book every other appointment</li> <li>• Diagnostic Testing Schedules</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Registration/Check-In Online Options</b>							
Use of online registration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Check-In		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Cleaning Schedule/Process</b>							
Rounding with Cleaning Service		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review staff cleaning procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review aerosol procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Return to Safe Visit Meetings</b>							
Schedule "startup" meeting with staff and providers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Conduct Daily Safety Huddles and Report to RDs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		