

Active Chiropractic – COVID Safety Plan

Clinic and Staff Guidelines

Version 1.0

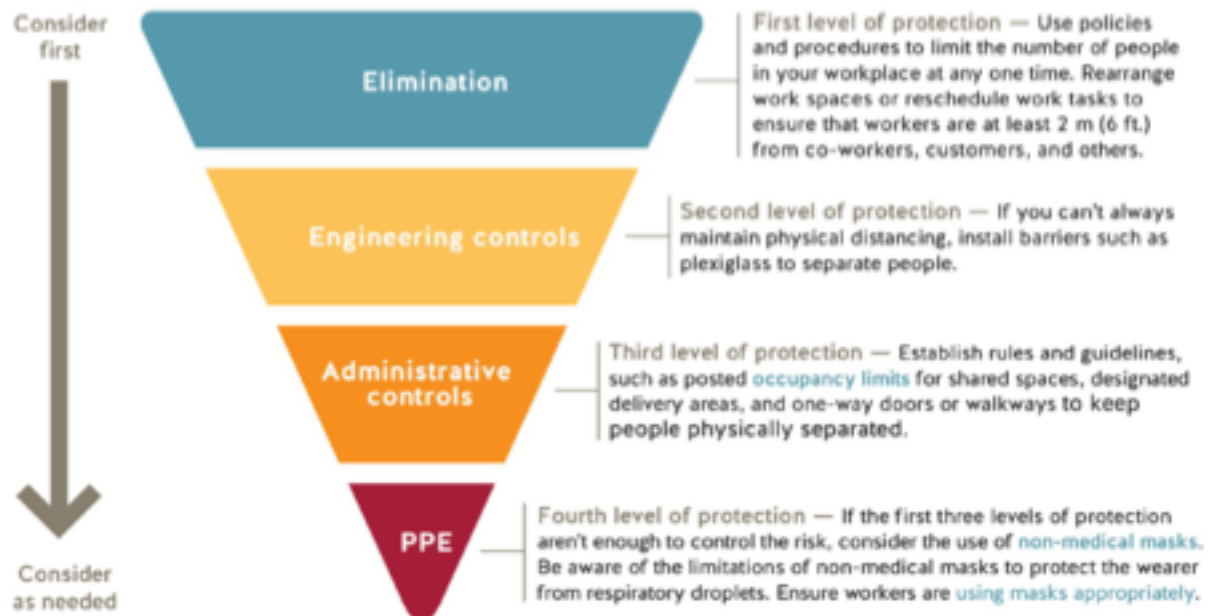
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Introduction

This document describes the infection prevention and control practices to be used in Active Chiropractic Clinic specific to COVID19.

Transmission COVID-19 is most commonly transmitted through large droplets produced when a person infected with COVID-19 coughs or sneezes. The virus in these droplets can enter through the eyes, nose or mouth of another person if they are in close contact with the person who coughed or sneezed. The virus can also enter a person's body from touching something with the virus on it and then touching one's eyes, mouth or nose with unwashed hands.

Clinic practices will strive to eliminate opportunity for close human contact, use engineering controls to add protection, implement administrative controls to minimize contact, and lastly use personal protection equipment when close contact is mandatory (as per figure below).



Scheduling Appointments and Communicating with Patients

1. Every patient will be screened for COVID19 symptoms before arriving at the clinic:
 - a. 24 hours before their scheduled appointment, each patient will be provided with a COVID19 screening questionnaire and referred to the BC COVID19 Self Assessment tool (<https://bc.thrive.health/covid19/en>)
 - b. Where patients have symptoms or appear to be at higher risk of exposure to COVID19, they will be directed to not attend their appointment and rebook 14 days in the future.
2. Patients will be emailed a set of procedures prior to their arrival. Direction will include:
 - a. Arriving just prior (max 5 min) to their appointment.
 - b. Attending the appointment alone whenever possible
 - c. Using hand sanitizer upon entering and leaving the clinic
 - d. Avoid close greetings (hugs, handshakes)
 - e. Wearing a mask at all times in the clinic
 - f. Maintaining a 2m distance from others as much as possible
 - g. Paying with debit is preferred (avoid cash or cheques)
3. Patients will be scheduled using time slots that will ensure there is no more than one person in the waiting room at any time. Additional waiting rooms have been added.
4. Patients will fill out any required paperwork / consent forms using their own computer/ device whenever possible.
5. Older patients or those with a chronic illness will be booked as the first appointment of the day whenever possible.

Reception / Staff / Waiting area

1. Staff will stay home if they exhibit symptoms or have been in situations where they are at elevated risk of exposure to COVID19 (as per patient screening form, self assessment website).
2. Welcome signs will be posted on the clinic entrance outlining clinic procedures (hand sanitizing, distancing, masks, etc) and indicating that those with symptoms (or recent

- travel) should not enter the clinic. Staff will ask patients to confirm their lack of symptoms/risk factors upon entering the clinic.
3. Reception chairs will be spaced out to support 2m distancing. Chairs are made of plastic and will be sanitized at opening, lunchtime and closing.
 4. A Plexiglas barrier will be in placed between the patients and receptionist. A 2 meter distance from the receptionist will also be marked on the floor with the expectation that patients will remain at this distance unless its necessary to approach the desk (i.e. payment, etc).
 5. Payments will be made using contactless methods whenever possible (i.e. debit tap).
 6. Toys and magazines will no longer be present in the waiting room.
 7. Disposable cups will be provided for drinking water.
 8. Commonly touched surfaces and equipment (e.g. debit machine) will be cleaned and disinfected at least every 2 hours.

Provision of Chiropractic Care

1. Care will only occur if COVID 19 screening procedures shown no symptoms and no elevated risk of exposure.
2. Both Doctor and Patient will remain 2 meters apart as much as possible, and both will wear masks at all times.
3. Doctors will only treat one patient at a time and rooms/equipment will be sanitized between patients.
4. Doctors will not share treatment rooms or equipment (activators, etc).
5. Doctors will wash hands with soap and water or using an alcohol-based hand sanitizer approved by Health Canada between patients.
6. Towels or any other items contacting a Patient are to be discarded or laundered between each use.
7. When wearing PPE:
 - a. Eye protecting is not needed in this setting.
 - b. Avoid touching your mask or eye protection unnecessarily. If you must touch or adjust your mask or eye protection, perform hand hygiene immediately.
 - c. If you see a colleague touch or adjust their mask/eye protection, remind them to perform hand hygiene.

- d. Hand hygiene is required before donning and after doffing PPE. When doffing, resist the urge to touch your clothes, skin, hair or face with your hands until after the final hand washing.

Hygiene, Cleaning, and Disinfection

1. Adequate hand washing facilities or alcohol-based hand sanitizers approved by Health Canada will be made available in the clinic for staff and patients (entrance/exit, treatment rooms, etc).
2. Staff and patients will be encouraged to practice hand hygiene upon entering and exiting the clinic. Posters will be put up to promote regular hand hygiene.
3. Common areas and high contact surfaces throughout the clinic (e.g., door handles, light switches, pens, debit machine, etc) will be cleaned and disinfection at least twice a day (morning and lunch).
4. Treatment room equipment will be sanitized after each patient (**equipment, practice tools, exam table**). Rooms will have necessary equipment only in them and minimal supplies to minimize the risk of contamination.
5. Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label. Gloves are needed if cleaning blood or body fluids, for example, runny nose, vomit, stool, urine.
6. Avoid use of items that are not easily cleaned such as fabric or soft items.
7. Garbage cans should be lined with a garbage bag and emptied daily.

There is no evidence that the COVID-19 virus is transmitted via paper or other paper-based products. As such, face paper will be used on the tables head rests. The distribution of paper resources, such as leaflets and receipts and referral notes will continue.

General Considerations

1. Commonly used doors in public space will be kept open to avoid use of doorknobs.
2. It is difficult to manage one way flow of people in the small clinic space but attempts will be made to ensure patients/staff pass by each other in areas with maximum space.
3. The number of people in the clinic will be minimized at all times but spreading out appointments, asking patients to come just prior their appointment and attend alone if possible.
4. Air ventilation will be maximized wherever possible.
5. Staff meetings will be held virtually as needed.
6. Where in-person meetings are required, staff members will be at least two meters apart.
7. Staff will be provided with this manual and information on assessing risk of exposure to COVID19.
8. Staff will be asked to report any concerns to Dr Brown so a plan can be developed to address them.
9. Records of training will be kept

