COVID-19 risk check

Screen all individuals for COVID-19 symptoms and risk factors at the point of entry. See the COVID-19 entrance screening tool for health-care facilities. Direct individuals with symptoms to visit their nearest testing centre or call 8-1-1.

Instruct clients to clean their hands upon entry and wear a mask that fully covers their mouth and nose. Provide masks in a hygienic manner (e.g., using tongs) to clients coming in without masks. For immunization in community settings, clients can continue wearing their own masks and are not required to change to medical masks.

Clinic layout and supplies

Set-up the clinic as follows:

• Have separate entry and exit points with hand hygiene stations at each point.
• Ensure one-way flow (e.g., use visual cues such as ropes, cones, retractable belt stanchions).
• Support clients and staff to maintain a two-metre distance:
  o Place floor markings two metres apart in waiting areas/line ups.
  o Space registration desks two metres apart.
  o Space immunization stations two metres apart and/or stagger appointment timings.
  o Space chairs in the after-care area two metres apart.
  o Where physical distancing cannot be maintained, consider installing physical barriers (e.g., plexiglass, clear partitions). Change or clean and disinfect these frequently.
• Have a separate area for processing people who require extra support (e.g., a person who is unable to wear a mask because of a physical, behavioral or cognitive impairment or health condition).
• Use signs and posters to promote directional flow, physical distancing, masking, respiratory etiquette and hand hygiene.

Ensure sufficient equipment is available:

• Alcohol-based hand rub (ABHR) with 70% alcohol content at entry/exit points, registration desk, immunization station, after care area, and for general use.
• Cleaning and disinfection wipes that have a drug identification number (DIN) from Health Canada’s approved list of hard-surface disinfectants.
• Sharps containers at immunization stations.
• Medical masks and eye protection for staff, as well as masks to give clients arriving without one.
• Tables and chairs with cleanable surfaces (i.e., non-porous and smooth, free of cracks and crevices, can withstand frequent cleaning and disinfection).
**Staff safety**

**Self-check** for symptoms of COVID-19 before each shift. Do not come to work if feeling sick. See the health-care worker self-check and safety checklist for more safety measures.

**Hand hygiene:** Perform frequent hand hygiene using soap and water or ABHR. See the hand hygiene poster for instructions. **Perform hand hygiene between every client interaction,** between breaks, before wearing personal protective equipment (PPE), in between each step when removing PPE, after using the restroom and any other time hands are potentially contaminated.

**Practice physical distancing** with all interactions where appropriate, even during breaks.

**PPE:**

- For immunizers, screeners, and other client or public-facing roles, wear a medical mask and eye protection (e.g., face shield, goggles).
- Conduct a point-of-care risk assessment (PCRA) to determine if any additional PPE is needed, such as gloves (e.g., gloves are only needed when there is a risk of exposure to blood and body fluids, broken skin or use of disinfectants/chemicals).
- For non-client-facing roles (e.g., custodial or administrative), wear a medical mask and additional PPE as identified by the PCRA.
- Keep mask and eye protection on in between client interactions, unless PPE is damaged or visibly soiled. If gloves are worn, they should be changed in between each client.
- Review the information on appropriate use of PPE, including how to wear a face mask and proper wearing and removing of PPE.

**Cleaning and disinfection**

**Ensure proper cleaning and disinfection of surfaces.**

- Clean and disinfect immediate work and client area after each client leaves the immunization station.
  - Use a two-step process (i.e., clean with first wipe, then disinfect with a second wipe). Use friction action and move from clean to dirty areas.
- Clean and disinfect commonly touched surfaces twice a day.
- Clean and disinfect public washrooms every four hours and as needed.
- At the end of the day:
  - Clean and disinfect:
    - Tables and chairs
    - All other horizontal surfaces or commonly touched surfaces
    - Dividers or screens (if used)
    - Transport coolers and equipment
    - Ensure biomedical waste is picked up.
- See the environmental cleaning and disinfection for clinic settings poster for more information.

**Resources**
