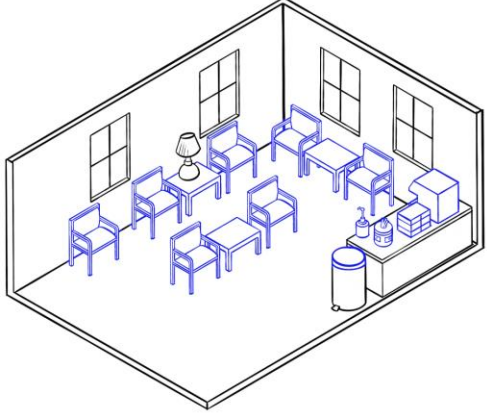


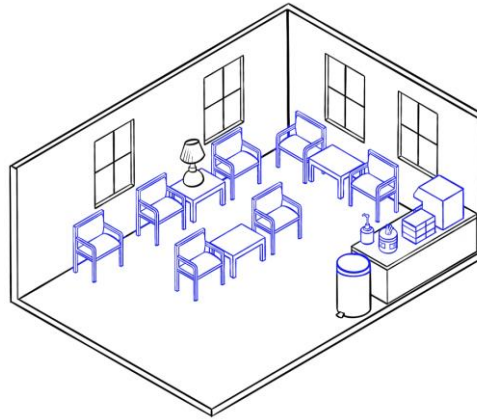
**STANDARD WORK**

*Clinic Lobby Cleaning*

<b>Owner:</b>	Gina Green	<b>Supplies Needed:</b>	<ul style="list-style-type: none"> <li>• Approved EPA Disinfectants</li> <li>• Approved Wipes or Spray</li> <li>• Laminated Signage</li> </ul>	<b>Updated By:</b>	<i>Gina Green</i>
<b>Work Performed By:</b>	PDC and HBC			<b>Last Updated:</b>	<i>6/4/2020</i>
<b>Purpose:</b>	To ensure that all high touch surfaces in clinic lobbies and registration areas are cleaned according to current policy and procedure with only EPA cleaning disinfectants approved by DUHS Infection Control.				
<b>Expected Outcomes:</b>	<ul style="list-style-type: none"> <li>• Promote patient and employee safety by reducing the risk of infection</li> <li>• To provide visual evidence of cleaning to reassure patients of our commitment to a clean and safe clinic environment.</li> <li>• Daily Audits/Checks</li> <li>• Escalate questions or issues to management</li> </ul>				

<b>No.</b>	<b>Steps</b> <i>(A logical segment of the operation that advances the work)</i>	<b>Who</b>	<b>Expected Outcome/Reason</b> <i>(the why?)</i>	<b>Additional Information; Key Points, Diagrams, Pictures, Tips, Etc.</b>
1	Read and be familiar with P&P regarding cleaning of high touch surfaces, patient care items, bedside equipment, etc.	Clinic Staff and Leader	To understand why, and how to clean frequently utilized areas of lobby/registration areas to reduce the risk of infection.	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)
2	Clinic management continue to audit to reinforce importance of cleaning to reassure patients.	Clinic leadership	Clinic management should audit to ensure appropriate cleaning is performed.	
3	Place sign on coffee stations “Out of Order”, remove all creamers, sugar, stirrers, etc. Keep coffee supplies in a storage area away from patient view.	Clinic Staff	To reduce risk of spreading infection by eliminating high touch area.	
4	Remove all magazine, pamphlets, reading material that can be touched by multiple patients.	Clinic Staff	Reduce risk of spreading infection.	

5	<p>Clean lobby chairs, tables, lamps, and registration areas hourly with close attention to high touch areas. Allow EPA approved disinfectant to dry the recommended contact time based on the IFU. See checklist below.</p>	Clinic staff	Reduce risk of spreading infection.	 <p>Clinic Lobby See below list</p>
6	<p>Ensure all signage related to social distancing on clinic furniture, and flooring provides 6ft. distance, and is maintained. Measure 6ft. distance between chairs, and patient line to ensure appropriate social distance.</p>	Clinic staff	Ensure appropriate 6ft social distance is always maintained.	
7	<p>Perform frequent hand hygiene. Follow Hand Hygiene Policy with use of approved products.</p>	All	See Hand Hygiene Policy	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)



Clinic Lobby

- ✓ Door
  - Inside Handle
  - Outside Handle
  - Use as much automation as possible
- ✓ Chairs in room
  - Top Back
  - Bottom Seat
  - Arms
  - Legs
- ✓ Tables
  - Top
  - Legs
  - Sides
- ✓ Lamps
  - Base
  - Lamp Shade
  - Cords
- ✓ Trashcan Lid
- ✓ Sign on Coffee Station
- ✓ Any surface a patient or staff member touches