


STANDARD WORK

Clinic Registration Desk Cleaning

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

No.	Steps <i>(A logical segment of the operation that advances the work)</i>	Who	Expected Outcome/Reason <i>(the why?)</i>	Additional Information; Key Points, Diagrams, Pictures, Tips, Etc.
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 and reinforce importance of cleaning to reassure patients.	Clinic leadership	Clinic management should audit to ensure appropriate cleaning is performed.	
3	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 lines to ensure appropriate social distance.	Clinic staff	Ensure appropriate social distance is always maintained.	
4	Perform frequent Hand Hygiene. Follow Hand Hygiene Policy with use of approved products.	All	See Hand Hygiene Policy	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)

5	<p>Registration area should be wiped down hourly, to include: credit card machine, receipt printers, desk, chairs at front desk, and any other items using appropriate disinfectant (see above). Disinfected pens and Dirty Pens (labeled and maintained in separate cups) or Disposable/single use pens that can be given to patient after use is preferred. Allow EPA approved disinfectant to dry the recommended contact time based on the IFU.</p>	Clinic Staff	To ensure patient and employee safety.	 <p>Registration Desk See below list</p>
6	<p>No personal items should be in view of patients or kept at the registration desk. Keep desk neat and clean hourly.</p>	Clinic Staff	To reduce the risk of spreading infection	



Registration Desk

- ✓ Computer Monitor
 - Top
 - Front
 - Back
- ✓ Key Board
 - Top
 - Keys
 - Sides
 - Cord

- ✓ Computer Mouse
 - Top
 - Bottom
 - Sides
 - Cord
- ✓ Phone
 - Top, Keys
 - Ear Piece
 - Cord

- ✓ Printer
 - Top
 - Sides
- ✓ Desk Chair
 - Arms
 - Back/Top
 - Seat
- ✓ Any surface a patient or staff member touches

- ✓ Label Printer
 - Top
 - Sides
- ✓ Receipt Printer
 - Top
 - Sides
- ✓ Writing Utensils if not disposable