

Social Distancing in the Clinic & Hospital

Risk Level: GREEN

- **Wash hands regularly.** Before eating, after using the restroom, after contact with others or other surfaces.
- **Clean high touch surfaces.** Set up a schedule to wipe down door knobs, counter tops, drawers, phones, keyboards, and cabinets with purple top wipes every hour or two while people are working.
- **Stop shaking hands.** Use elbow bumps or namaste hands instead.
- **Cover coughs and sneezes.** Use a tissue when possible and clean hands afterwards. Cough into your elbow and not your hand. If you are sick, go home and stay home until you are well.
- **Check on hygiene supplies.** Make sure you have enough tissues, soap, hand sanitizer, and paper towels. Set a schedule to check on this at least daily or as needed to support the workers in the area.
- **Take extra care in shared workspaces.** Try to assign computers and always clean between use. Make sure seats are at least 3 feet apart (but 6 feet is better).
- **Do as much work from your own office as possible.** Call and text instead of meeting and greeting.
- **Prepare for quarantine.** Be ready for a potential quarantine at home in case of illness or exposure. Make sure there is a backup plan for all clinicians on all shifts.
- **Prepare to work from home.** Ensure your existing technology meets your needs and that you are familiar with any remote access software (like zoom). Practice working from home so you know what you need.

Risk Level: YELLOW

- **Continue all risk level GREEN precautions when needed**
- **Limit time in clinical areas.** In an effort to protect patients and clinical staff, for work that can be done elsewhere, keep your distance by remotely joining or calling into meetings from your own office or home.
- **Eat alone.** Either bring your lunch or take it to a more private location.
- **Limit in-person participants for team meetings.** Have non-essential individuals join by phone or zoom whenever possible.
- **Do not congregate in workrooms.** Find workspaces at least 6 feet from others whenever possible. Use haiku for direct encrypted messaging.
- **Use teleconferencing or recorded lectures for education.** Join via zoom or watch lectures online once you are home.
- **Avoid crowds and public activities.** All public contact has risk associated with it that will change over time. Choose which activities are “worth it” for you. Reconsider travel.

Risk Level: ORANGE

- **Continue all risk level GREEN and YELLOW precautions when needed.**
- **Minimize shared workspaces.** Relocate workstations to accommodate at least 6 foot space between people. Consider using offices now empty because others are mostly working from home. Assign workstations whenever possible and clean between uses.
- **Reconsider rounding practices.** Consider doing sit rounds by phone or zoom conference so participants don't need to be together. See patients asynchronously. Do a phone handoff instead of doing it in person.
- **Avoid cafeteria lines.** Use mobile ordering and bring food back to a private workspace, have food delivered or bring your lunch.
- **Implement virtual huddles.** Move huddle information online and setting expectations for staff check-ins and follow up on items.
- **Space out clinic appointments.** Consider giving each patient two clinic slots doubling the time for the appointment to minimize patients in waiting areas and to slow throughput so clinicians can complete most work in the room instead of in shared workspaces.
- **Convert non-essential visits to phone.** Consider triaging patients by phone to avoid a clinic visit. Consider cutting back on elective cases in order to minimize waiting patients and busy clinical areas.
- **Stay home as much as possible.** Avoid crowds and public spaces if at all possible.

Risk Level: RED

- **Continue all risk level GREEN, YELLOW, and ORANGE precautions when needed**
- **Work from home.** Aside from essential animal care or designated in-house on-call, everyone should be at home. Complete as much discussion and documentation as possible from home and only come to the hospital for necessary patient care.
- **Cancel all meetings and educational didactics.** Aside from emergency operations meetings, all other work should be suspended or completed online.
- **Cancel non-urgent clinic appointments.** Use phone triage to cut back on patients and staff.
- **Bring food in.** Either prepare ahead of time or have food delivered.
- **Stay home when not at work.** In order to stay well and minimize exposures, reconsider all activities outside of home and work. Walks are okay but keep your distance from others and clean your hands.