

## **SPSC Standard Operating Procedure for COVID 19**

1. No sick patients, staff, or doctors in the surgery center
  - a. No fever  $\geq 100.0$ 
    - i. Staff/doctor temperature checked upon arrival, documented in Surglogs
    - ii. Patient temperature checked upon arrival and recorded in chart
    - iii. Patient COVID19 questionnaire documented in patient chart
    - iv. Patients and staff, and doctors will sanitize their hands upon arrival
    - v. Patients will be contacted 1 day, 7 days, & 14 days after surgery to assess for COVID19 symptoms and will be instructed to call SPSC if they develop them
  - b. No current cough/sore throat/congestion
2. Everyone in masks
  - a. Staff/doctors should always wear a mask
  - b. Patients
    - i. During PAT call- patients asked to wear a mask if they have one, if not, they are given one to wear just before entering the center and instruct them to remain in car in front of building upon arrival DOS call front office
3. Clean hands are critical
  - a. Staff/doctors should always wear gloves during patient contact
    - i. Clean hands between patient encounters
    - ii. Clean hands after touching common areas such as doorknobs, light switches, copy/fax machine, etc.
    - iii. Staff/doctors should clean hands in front of the patient
  - b. All patients should clean hands upon arrival
    - i. Limit items touched by patients- sign in sheets, pens, etc.
      1. Pens should be sanitized if used by patients
4. Limit contact
  - a. Only patients allowed in the surgery center
    - i. Upon arrival DOS, patient will drive to the front, stay in their car, and call front desk
  - b. Staff will meet patient in their car
    - i. Non-contact temperature check performed, COVID19 questionnaire performed and NPO status confirmed
    - ii. Patients who meet admission criteria wait in car until preop is ready for them
    - iii. No patient belongings allowed in, except for glasses, insurance card and ID
    - iv. Patient will be given a mask at side door and escorted to preop bay where registration and preop exam will be performed, and another temp check
    - v. Limit the number of patients in preop, using only bays 1, 3, 6, 8 if possible
    - vi. Family member waits in car, unless they are POA or needs translation help
    - vii. If patient meets criteria, patient will be discharged from OR bypassing PACU
    - viii. PACU RN will escort to car and give family member instructions outside
5. Cleaning Equipment/Exam Rooms
  - a. All surfaces/equipment should be cleaned with germicidal wipes, one to five mixture of bleach and water, or 70% Isopropyl Alcohol.
  - b. All preop bays cleaned after each patient encounter
    - i. Wipe down chairs, counter tops, doorknobs, slit lamp, etc.
    - ii. Place "Sanitized" card placed in the chair once completed
  - c. All staff will continue to wipe down phones, countertops, equipment throughout the day

6. PPE- Personal Protective Equipment – mask, gloves, and eye protection
  - a. Employees should remove their masks at the end of the day.

