

## Office Policy for Isolating Infectious Patients

1. If it is suspected that a patient who arrives for an unscheduled appointment may have a condition that is contagious, The patient will be given a mask to cover nose and mouth and placed in a private exam room and the door closed completely.
2. Immediately notify the physician or on-site practitioner of the situation and request that they see the patient as quickly as possible.
3. Wipe the reception counter down with disinfectant cleaning solution and continue seeing patients.
4. If the practitioner indicates that the patient DOES NOT have a communicable disease, clean the room as usual between patients and continue to use the room.
5. If the practitioner indicates that the patient DOES have a communicable disease, follow the practitioner's directions and orders without variation.
6. If the practitioner indicates that the patient needs a mask make certain that you have put on the personnel protective gown, gloves, mask, goggles from your PPE Kit (Spill Kit).
7. Assist the patient with placing the mask on correctly and escort the patient to the closest exit door preferably not through the waiting room.
8. Keep the exam room door closed.
9. Return to the room with all the appropriate cleaning supplies. The exam room door must remain closed during the cleaning process.
10. Clean all surfaces in the room with the cleaning solution, do not wipe dry, let the surfaces air-dry, ensuring that the surface remain wet for the contact time recommended by the manufacturer on the label.
11. Be certain to dispose of all trash, exposed disposable items, etc. in a red leak proof Biohazard bag. This includes the protective gown, mask, gloves and hair cover you are wearing while cleaning the room. Seal the bag.
12. Have a co-worker bring a second red bag to the room door and wearing gloves hold the bag open.
13. Place the bag from the room into the second bag, being careful not to touch your co-worker with the bag.
14. Your Co-worker places their gloves in the bag and closes the bag tightly and places it directly into the biohazard storage area.
15. If a patient who calls to make an appointment is judged to have an infectious condition, that patient will be scheduled as the last appointment for the morning or afternoon.
16. The exam room will be cleaned as described in steps 5 thru 14 above.

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First Name Last Name – Title

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Date