

Standard Operating Procedure



SOP TITLE: COVID-19 Protocols
Version: 1
SOP NUMBER: GP 705
EFFECTIVE DATE: 01-MAY-2020

Policy:

The purpose of this policy is to standardize safety procedures related to operating during the COVID-19 (Coronavirus Disease 2019) pandemic. These procedures will aid in preventing the spread of COVID-19 and ensure the health and safety of all parties entering the facility.

Responsibility:

Applies to all personnel.

Definitions:

CDC	Centers for Disease Control and Prevention, United States Department of Health & Human Services
COVID-19	Coronavirus Disease 2019, caused by coronavirus SARS-CoV-2.
PPE	Personal Protective Equipment

Procedure:

Following the guidance of local, state, and federal agencies, these protocols outline the requirements necessary to safely continue operations during the COVID-19 pandemic.

A. Staff Members

I. Oral Temperature Screening:

At the start of each day, all staff must be afebrile. Upon arrival at the facility, and before entrance is granted, staff members will submit to an oral temperature reading. Those presenting with a fever will not be permitted in the building and will be instructed to return home to begin self-quarantine measures for Healthcare Professionals as outlined by the CDC.

II. Social Distancing:

Staff members will be separated and spread throughout the building in assigned workspaces.

III. PPE:

Face coverings or masks must be worn when within a proximity of six (6) feet of another staff member, or at any point when face-to-face interaction with a patient/subject is required. Gloves must always be worn when exchanging items with staff or patients. Frequent glove changing is required to prevent cross-contamination and gloves should be discarded as soon as the interaction has concluded.

IV. Handwashing:

After each face-to-face interaction, hands must be washed for no less than twenty (20) seconds with warm, soapy water.

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B. Exam Rooms

I. Decontamination:

Ensure all surfaces in exam rooms have been sanitized, including light switches, door handles, hand sanitizer pumps, glove boxes, and chairs. Exam tables, countertops, flooring, and patient monitoring tools should be thoroughly wiped down before any patient is placed in the room. After using any item, the used item should be cleaned immediately. If a patient uses the facilities, cleaning of that area should occur before anyone else uses the area.

II. Rotation:

Rotating the use of exam rooms will allow time for disinfectants to work properly. Patients should be roomed in alternating rooms, immediately after passing the Oral Temperature Screen as outlined in Section C below.

C. Patients

I. PPE:

All patients are required to wear an intact face covering/mask when entering the building. The patient must supply their own mask. The face covering should fit securely against the sides of the face, covering both nose and mouth.

II. Oral Temperature Screening:

All patients are required to submit to an oral temperature screen at reception. Should the patient present with a fever, they will be asked to depart the building and contact their primary care physician for self-isolation direction and additional care. Afebrile patients will be immediately assigned to a room.

III. Scheduling:

Patients will be scheduled in a manner that eliminates lobby wait times. Lingering in the lobby and hallways is forbidden; patients waiting for discharge must remain in their assigned exam room until retrieved. If patients require a driver, their companion must remain in their vehicle in the parking lot; only patients are permitted in the building.

IV. High-Risk Populations:

The elderly, immunocompromised, diabetic, and other high-risk patient populations as outlined by the CDC, will be encouraged to perform a remote visit via Telehealth, telephone, mail, email, or other study-specific Sponsor-approved methods.

Equipment and Supplies:

- Digital Oral Thermometer
- Temperature Probe Covers
- Nitrile Gloves
- Face Coverings/Masks
- Disinfectants
- Soap / Hand Sanitizer

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References:

Northern Kentucky Health Department

<https://nkyhealth.org/individual-or-family/health-alerts/coronavirus/>

Kentucky's Response to COVID-19

<https://governor.ky.gov/covid19>

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

World Health Organization

<https://www.who.int/health-topics/coronavirus>

The above referenced SOP has been reviewed and approved.

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Date:

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