TEHS PHC Coronavirus (COVID-19) Interim Planning Check List for Primary Health Centres

Activities to be Undertaken at Health Centre Comments	Complete
Review this checklist weekly	
Review staffing daily Review Services	
Review all visiting specialists, allied health and outreach	
visits	
Community engagement and education	
Put up 'know the signs' & 'stop the spread' posters in the clinic	
Community education about COVID-19 & how to prevent spread of disease: PPT & handwashing video.	
Interagency meeting to discuss resources:	
- Soap, disinfectant, tissues (ensure stock for distribution to those in isolation)	
- Potential venues for isolation if not own homes, where?	
How do we inform the community that a person in a particular house is in isolation	
- Additional support: Meals on wheels, staff, drivers	
Infection prevention and cleaning	
Implement Isolation and Infection Prevention Procedures according to Guidelines triage/screening	
 All patients 'at risk' to wait in isolated area, staying at least 1m apart 	
 Train reception and clinic staff in COVID-19 presentation, assessment and guideline 	
Surgical masks to be provided to patient by reception/triage staff	
Ensure hand hygiene facilities available at reception	
Ensure clinicians are aware of and follow infection prevention guidelines	
Vehicles used for transportation cleaned between use (ie door handles, steering wheels, wherever hands touch)	
Ensure disinfection protocols are in place (e.g. bench and door handles disinfection with detergent/antiseptic wipes etc)	
Ensure adequate supplies of PPE & cleaning equipment *& maintain security of supplies*	
Ensure all staff familiar with PPE (& donning &	

doffing procedure) *don't use limited stock to practice*	
Ensure staff aware of correct waste management practices **PPE is NOT clinical waste**	
Potential cases	
Be alert for patients who meet the case definition (this changes daily)	
Have access to latest Guidelines for the "Coronavirus Disease 2019 CDNA National Guidelines https://www1.health.gov.au/internet/main/publishing.nsf /Content/cdna-song-novel-coronavirus.htm	
Disseminate to all staff	
Ensure copy available in each consulting room or website link	
Ensure all staff familiar with Remote PHC COVID-19 Clinical Guideline	
Have a process to review people with mild symptoms who remain in home isolation (see Remote Clinical Guideline)	
Health Care staff wellbeing	
Staff influenza vaccination	
Co-ordination of staff absences and process for staff self isolation,	
Advise staff who have travelled to a high risk country as per CDNA national guidelines, NOT to return to remote community, for 14 days (after leaving the high risk country)	
Resources and supplies. Ensure adequate stock of the following:	
Chronic disease medication – 3 weeks of supply in clinic at all times	_
 Panadol, brufen, IV fluids Oxygen 	
4. Nasal Prongs	
POC testing (exercise judicious testing practices)	
6. Cleaning products, tissues, Clinell wipes	
Some resources should be kept under lock and key	