

Front Office Checklist

| Action Items | Always | Highly Recommended | Nice To Have |
|--|--------|--------------------|--------------|
| Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, counters, pens, pin pads, phones, keyboards, tablets, etc. | ✓ | | |
| Disinfect entire office at least once daily. ULV Fogging recommended | ✓ | | |
| Disinfect all deliveries upon arrival. ULV Fogging recommended | ✓ | | |
| Provide hand sanitizer | ✓ | | |
| Remove waiting room magazines, coffee, water, etc. | ✓ | | |
| All paper received from patient is to be handled with gloves, digitized immediately, and quarantined | ✓ | | |
| Temperature check all patients (over 100 – treat as COVID-19 positive) | ✓ | | |
| Face shield for all employees when patient is COVID-19 positive | ✓ | | |
| Remove or space waiting room furniture to maintain 6 ft distance | | ✓ | |
| Distance employee workspace (6 ft) | | ✓ | |
| Refrain from sharing: phones, computers, etc. | | ✓ | |
| Provide tissues and no touch trash cans | | ✓ | |
| Tape on floor six feet from front desk employee | | ✓ | |
| Keyboard covers | | ✓ | |
| Sneeze guard at front desk | | | ✓ |