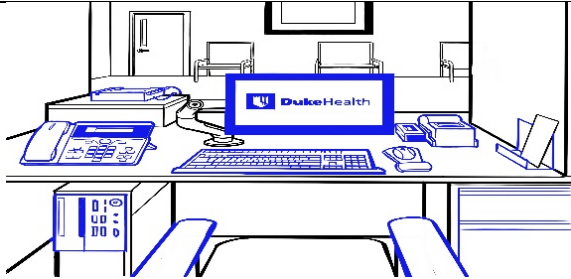


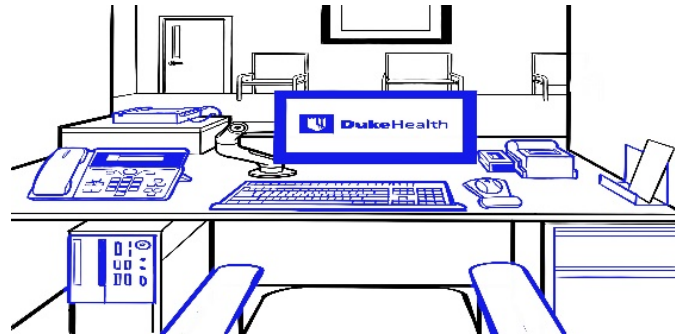
**STANDARD WORK**

*Clinic Registration Desk Cleaning*

<b>Owner:</b>	Gina Green	<b>Supplies Needed:</b>	<ul style="list-style-type: none"> <li>• Approved EPA Disinfectants</li> <li>• Approved Wipes or Spray</li> <li>• Laminated Signage</li> </ul>	<b>Updated By:</b>	<i>Gina Green</i>
<b>Work Performed By:</b>	PDC and HBC			<b>Last Updated:</b>	<i>5/19/2020</i>
<b>Purpose:</b>	To ensure that all high touch surfaces in clinic lobbies and registration areas are cleaned according to current policy and procedure with only EPA cleaning disinfectants approved by DUHS Infection Control.				
<b>Expected Outcomes:</b>	<ul style="list-style-type: none"> <li>• Promote patient and employee safety by reducing the risk of infection</li> <li>• To provide visual evidence of cleaning to reassure patients of our commitment to a clean and safe clinic environment.</li> <li>• Daily Audits/Checks</li> <li>• Escalate questions or issues to management</li> </ul>				

<b>No.</b>	<b>Steps</b> <i>(A logical segment of the operation that advances the work)</i>	<b>Who</b>	<b>Expected Outcome/Reason</b> <i>(the why?)</i>	<b>Additional Information; Key Points, Diagrams, Pictures, Tips, Etc.</b>
1	Read and be familiar with P&P regarding cleaning of high touch surfaces, patient care items, bedside equipment, etc.	Clinic Staff and Leader	To understand why, and how to clean frequently utilized areas of lobby/registration areas to reduce the risk of infection.	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)
2	Clinic management continue to audit to reinforce importance of cleaning to reassure patients.	Clinic leadership	Clinic management should audit to ensure appropriate cleaning is performed.	
3	Ensure all signage related to social distance on clinic furniture, and flooring provides a 6ft. distance, and is maintained. Measure 6ft. distance between chairs, and patient line to ensure appropriate social distance.	Clinic staff	Ensure appropriate social distance is always maintained.	
4	Follow Hand Hygiene Policy with use of approved products.	All	See Hand Hygiene Policy	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)

5	<p>Registration areas should wipe credit card, receipt printers, chairs at front desk, and any other items after every patient use with appropriate disinfectant (see above). Disposable pens that can be given to patient after use is preferable.</p>	Clinic Staff	To ensure that patient and employee safety.	 <p>Registration Desk See below list</p>
6	<p>No personal items should be in view of patients or kept at the registration desk. Keep desk neat and clean hourly.</p>	Clinic Staff	To reduce the risk of spreading infection	



Registration Desk

- ✓ Computer Monitor
  - Top
  - Front
  - Back
- ✓ Key Board
  - Top
  - Keys
  - Sides
  - Cord

- ✓ Computer Mouse
  - Top
  - Bottom
  - Sides
  - Cord
- ✓ Phone
  - Top, Keys
  - Ear Piece
  - Cord

- ✓ Printer
  - Top
  - Sides
- ✓ Desk Chair
  - Arms
  - Back/Top
  - Seat
- ✓ Any surface a patient or staff member touches

- ✓ Label Printer
  - Top
  - Sides
- ✓ Receipt Printer
  - Top
  - Sides
- ✓ Writing Utensils if not disposable

