

# **TIC Guidelines for COVID-19**

**These guidelines are set up for our as well as the patients safety to prevent spread of COVID-19.**

1. No patients with flu like symptoms or the following symptoms will be allowed in the clinic:
  - a. **Fever**
  - b. **Cough**
  - c. **Sore throat**
2. Postponing travel and face-to-face meetings deemed non-essential:
  - a. Reschedule all patients who are asymptomatic and are coming in for a follow up appointment to May if they prefer.
  - b. Reschedule all patients who have traveled out of the country in the last month.
  - c. Reschedule all pacemaker checks if no battery change is needed
  - d. Reschedule all INR Checks if previous checkup was within normal limits.
  - e. All medication refills will need to be done over the phone
3. Encouraging the use of Telemedicine and teleconferencing.
4. Have patients wear masks from home, if available, to the clinic.
5. Maintaining social distancing throughout the clinic:
  - a. Please keep a 6 feet distance from everybody in the clinic.
6. Suspending handshaking and other personal contact during daily interactions
7. Regular cleaning and disinfecting of workspaces and communal areas:
  - a. All staff must disinfect break room if used for lunch break
8. Reducing/discouraging visits from external suppliers, vendors, and other visitors
9. Minimizing the movement of external workers required in the clinic, such as truck drivers, delivery people, and service technicians.
10. Discouraging/preventing personnel from reporting to work if they are ill

11. Please change gloves after every patient interaction:

- a. Scrubs should be washed and changed if in contact with patient who is suspected to have COVID-19
- b. Please wear lab coat/gown when interacting with patients.
  - i. Change lab coat/gown if patient is suspected to have COVID-19.

12. Please limit exposure to patients as much as possible.

**Please wash and sanitize hands at all times**