

# Checklist for Office Infection Prevention and Control

This tool is an excerpt from the [Infection Prevention and Control for Clinical Office Practice](#) (Appendix J) and was reformatted for ease of use. To learn more about infection control and setting up or renovating clinical office for health care please see Chapter 7.

For more information please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@oahpp.ca](mailto:ipac@oahpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca)

# Staff

- There are written Infection Prevention and Control (IPAC) policies and procedures
- Staff are aware of the location of IPAC policies and procedures
- Staff follow IPAC policies and procedures
- Staff are immunized appropriately
- If patients with active pulmonary tuberculosis are routinely seen, N95 respirators are available and used appropriately and staff receive annual TB skin testing
- Staff who wear N95 respirators are fit-tested

# Facility

- There are waste receptacles available in each room
- There is a waiting area for patients that need to be segregated for acute infection
- Gloves are available and used appropriately
- Masks are available and used appropriately
- There is a functional separation of clean storage and dirty utility areas

# Reception Area

- Reception staff are protected from patients by a barrier
- There is infection control signage at the entrance of the office/ clinic
- A telephone screening tool has been provided and is being used appropriately
- There is infection control signage at the reception desk
- There are alcohol-based hand rub and masks available at reception, with signage for appropriate use
- There are tissue boxes available
- Toys are properly cleaned

# Examination Rooms

- There are hand washing sinks with liquid soap available in each clinic area
- Alcohol-based hand rub is available in each examination room
- Puncture-resistant sharps containers are provided in each exam room or clinic area
- Sharps are discarded directly into sharps containers
- Sharps containers are not overfilled past the fill line
- PPE is available and is worn when necessary and appropriately
- Supplies (other than cleaning supplies) are not stored under, or on counters adjacent to, hand washing sinks
- If patients with active pulmonary tuberculosis are routinely seen, an appropriately ventilated examination room is available

# Environmental Cleaning

- There are procedures for cleaning the office setting. If cleaning is contracted out, the cleaning contractor has procedures for cleaning the office setting
- Approved and appropriate disinfectant products are available for patient surfaces, equipment and instruments
- Approved hospital-grade cleaning and disinfecting agents are used for environmental cleaning
- Clinic/examination areas and high touch surfaces are cleaned and disinfected daily. Areas in direct contact with the patient are cleaned between patients.
- Other office areas are cleaned at least weekly
- Medical equipment used on multiple patients is cleaned between patients
- There is a procedure for cleaning up spills of body fluids
- Waste is segregated and managed according to provincial regulations and local bylaws