



Clinic Preparation and Day Plan Checklist

Please use this document as a guide to help prepare your screening and testing clinic.

Date of the Clinic (yyyy-Mon-dd)	Time (hh:mm)	Community	Population Size
One Week Before the Clinic			
<ul style="list-style-type: none"> <input type="checkbox"/> Order Personal Protective Equipment (PPE) Supplies <input type="checkbox"/> Order Kit/Tote Supplies <input type="checkbox"/> Print/Copy Forms <ul style="list-style-type: none"> <input type="checkbox"/> Screening Forms <input type="checkbox"/> Client Education Resources (PHAC Know the Facts, PHAC How to self-isolate, PHAC Know the Difference, AH COVID 19 Help Prevent the Spread) <input type="checkbox"/> Inventory Count Lists <input type="checkbox"/> Tracking Sheets <input type="checkbox"/> Plan clinic set up and determine <ul style="list-style-type: none"> <input type="checkbox"/> Entry Point <input type="checkbox"/> Exit Point <input type="checkbox"/> Screening Area <input type="checkbox"/> Testing Area <input type="checkbox"/> Designated Waiting Area <input type="checkbox"/> Determine placement of tables and chairs <input type="checkbox"/> Review Staffing List, if available <p><i>Considerations:</i> Staff should be sent an email confirming their assigned schedule and clinic location in advance</p>			
One to Two Days Before the Clinic			
<ul style="list-style-type: none"> <input type="checkbox"/> Set up the clinic <ul style="list-style-type: none"> <input type="checkbox"/> Directional Signs <input type="checkbox"/> Separation of zones: entrance, waiting area, screening area, testing area, and exit <input type="checkbox"/> Tables, chairs, supplies, pens and clipboards (if applicable) in correct locations <input type="checkbox"/> Paperwork in correct locations <input type="checkbox"/> Walk though the clinic after set-up to ensure smooth flow <p><i>Considerations:</i> Staff should be scheduled to arrive one hour before the publicized clinic start time. This may be necessary to provide just-in-time training about the clinic and their specific job responsibilities. This may include: tour of the clinic, location of the emergency equipment and review the day's schedule.</p>			



Day of the Clinic	
	Prior to the Shift
	<ul style="list-style-type: none"><input type="checkbox"/> Check the staffing list and ensure all staff are present<input type="checkbox"/> Follow-up with any staffing issues<input type="checkbox"/> Use the algorithm to screen staff for symptoms<input type="checkbox"/> Assess the staff's mental wellbeing prior to the start of shift<input type="checkbox"/> Hand out and review the clinic schedule<input type="checkbox"/> Review the job description for each staff role<input type="checkbox"/> Identification of health centre supplies and resources, if needed<input type="checkbox"/> Photocopy screening forms and client education materials, if needed<input type="checkbox"/> Set up a break system
	During the Shift
	<ul style="list-style-type: none"><input type="checkbox"/> Monitor the clinic flow and make adjustments, as necessary<input type="checkbox"/> Ensure staff have taken breaks <p><i>Considerations:</i> Start breaks at 9:30 for 15 minutes-team lead Next break at 10:00 for 15 minutes- Resource member for screening to go on break Team lead to resume screening Last break at 10:30 for 15 minutes- Resource member for testing to go on break Team lead to resume testing When back- resume initial roles</p> <p>Lunch breaks at 11:30 for 45 minutes-team lead Next break at 12:15 for 45 minutes- Resource member for screening to go on break Team lead to resume screening Last break at 13:00 for 45 minutes- Resource member for testing to go on break Team lead to resume testing When back- resume initial roles</p>
	After the Shift
	<ul style="list-style-type: none"><input type="checkbox"/> Conduct post-clinic debriefing<input type="checkbox"/> Assess the staff mental wellbeing after the shift<input type="checkbox"/> Ensure the clinic is cleaned/disinfected and ready for normal operation<input type="checkbox"/> Check the inventory and restock, as appropriate <p><i>Considerations:</i> During the team debriefing, the team lead should write down key notes from the discussion for potential follow-up.</p>