



ProActive Foot and Ankle Associates Covid-19 Office Procedures

Immediate Action required - Updated May 1, 2020

As the Covid-19 epidemic evolves, ProActive Foot and Ankle Associates are taking steps to provide patient care in a safe manner, adhering to CDC, state and local guidelines in order to limit potential exposure while providing patient care.

Staff education: Physicians shall hold a meeting with all staff in order to educate and inform the same of the updated policy here in contained.

Personal Protective Equipment: Each office shall furnish a sufficient amount of personal protective equipment (PPE) for all physicians and staff members, at no cost. The PPE shall include non-sterile, non-latex gloves, masks and protective barrier gowns. All staff with direct patient contact are required to wear gloves, mask and a protective barrier. Staff without direct patient contact, (i.e. billing personnel located in non-patient contact areas) shall have the same PPE available to them, however are only required to wear a mask and maintain social distancing of at least six feet at all times from co-workers. Universal precautions and medical waste procedures shall continue as per usual ProActive Foot and Ankle Associates policy and guidelines.

Social Distancing: All physicians and staff shall be required to maintain social distancing of a minimum of six feet between themselves and other staff, physicians and patients when possible.

1. Door Sign: A sign (see Google drive under "COVID-19" folder) shall be posted in such a manner so to be easily seen and read by patients prior to entering the office.

2. Patient Appointment Confirmation: When making or confirming appointments, staff shall ask each patient the following questions;

Do you have a fever of greater than 100.4⁰F?: Yes/No,

Do you have a cough?: Yes / No

Do you have shortness of breath?: Yes/ No

Do you have a sore throat?: Yes / No

Have you had contact with anyone with the above symptoms?: Yes/ No

Have you traveled internationally in the past 14 days?: Yes/ No

Have you had contact anyone traveling outside the US in the past 14 days?: Yes / No

If a patient answers “yes” to any of these, they shall be asked to reschedule for at least 2 weeks out and instructed to contact their primary care physician immediately.

2a. Staff Member Symptom Monitoring: Each staff member, including physicians, shall answer following questions each day prior to entering the office;

Do you have a fever of greater than 100.4°F?: Yes/No,

Do you have a cough?: Yes / No

Do you have shortness of breath?: Yes/ No

Do you have a sore throat?: Yes / No

Have you had contact with anyone with the above symptoms?: Yes/ No

Have you traveled internationally in the past 14 days?: Yes/ No

Have you had contact with anyone traveling outside the US in the past 14 days?: Yes / No

If a staff member answers “yes” to any of these, the staff member is to immediately inform his or her office physician via phone or text and shall not enter the office and will be instructed to contact their primary care physician immediately. The office physician will immediately notify Dr. Giacalone as noted below. In the case a physician answers “yes” to any of the above, he or she is to immediately inform the compliance officer, Dr. Giacalone via email at

DrGiacalone@ProActiveFootAnkle.com and the managing partner, Dr. Gewirtz at DrGewirtz@ProActiveFootAnkle.com for instructions and are not to present to the office and will be instructed to contact their primary care physician immediately. In the event the managing partner answers “yes” to any of the above, he is to immediately notify the compliance officer, Dr. Giacalone, via email at DrGiacalone@ProActiveFootAnkle.com for instructions and is not to present to the office and will be instructed to contact his primary care physician immediately.

3. Patient Temperature Checks: Upon entering the office, each patient (and accompanying person, if appropriate as noted in #9 below) shall have his or her forehead temperature taken by a staff member utilizing a non-contact thermometer. The staff member taking temperatures shall wear gloves, mask and barrier. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

If a patient records a temperature of 100.4°F (38°C) or greater, based on CDC guidelines he or she is considered having a fever. The patient (and accompanying person, if appropriate as noted in #9 below) shall be asked to leave the office and contact their primary care physician immediately for advice regarding the elevated temperature, regardless of the presence or absence of other symptoms.¹

4. Patient Face Covering: All patients shall be required to wear a face covering at all times while in the office. If the patient requires a companion as noted in #9 below, he or she shall also wear a face covering. If a patient and or his or her companion refuse to wear a face covering, he or she shall not be seen and asked to reschedule his or her appointment.

5. Temperature Checks of Staff: Upon entering the office each day all physicians and staff shall have his or her forehead temperature taken by a staff member utilizing a non-contact thermometer. The staff member taking temperatures shall wear gloves, mask and barrier. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

If a physician or staff member records a temperature of 100.4⁰ F (38⁰ C) or greater, based on CDC guidelines he or she shall be considered having a fever. The physician or staff member shall be asked to leave the office and contact their primary care physician immediately for advice regarding the elevated temperature, regardless of the presence or absence of other symptoms.¹ A physician or staff member who records a fever, shall be cleared by his or her primary care physician prior to returning to work. All physicians and staff members shall be reminded to continue daily self monitoring (as outlined in 2a above) for any and all COVID-19 related signs or symptoms and report these to their primary care physician and their employer.

6. Physician and Staff Contact Tracing: All physicians and staff who record a fever as outlined in #5 or develop and other symptoms noted in #2a or had a COVID-19 test shall report the results of the test, regardless of the results, to the compliance officer, Dr. Giacalone, via email at DrGiacalone@ProActiveFootAnkle.com as soon as possible. This information shall be recorded and safeguarded as per HIPAA guidelines and utilized to assist in ensuring the health of other physicians, staff and patients. Any physician or staff member who tests positive for COVID-19 shall be cleared by his or her primary care physician prior to returning to work.

7. Physical Office Safeguards: If logistically possible, the main office entrance door shall remain in an open position so as to eliminate the need for physicians, patients and staff to touch the main office door handle. The same shall be put in place for any door leading from the waiting room / reception area to the treatment area within the confines of common sense while allowing for staff and public safety. If such a door is to remain in the closed or locked position, the door handle shall be decontaminated with the appropriate disinfecting spray or wipes by a staff member wearing exam gloves following being touched. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

7a. Treatment Room Doors: If possible, treatment room doors shall not be fully closed and remain in an open position so as to eliminate the need for physicians, patients and staff to touch the treatment room door handle. This shall be balanced

with the need to provide patient confidentiality and while remaining HIPAA compliant. If such a door is to remain in the closed position, the door handle shall be decontaminated with the appropriate disinfecting spray or wipes by a staff member wearing exam gloves following being touched by a patient or staff member. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

7b. Waiting Room / Reception Safeguards: A separate container with pens shall be placed on the reception area for patient use only. Any clipboards and documents to be completed by patients shall be kept in the reception area. Once these items (pens and clipboards) have been touched by the patient, they shall be returned to a staff member wearing exam gloves and decontaminated with the appropriate disinfecting spray or wipes and returned to the reception area. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry. All patient related reading material, books, pamphlets, magazines, toys and other items intended for the entertainment of patients and children, etc shall be removed from the reception / waiting area and treatment rooms.

7c. Handling of Items from Patients: If a patient is required to hand a staff member a photo ID, insurance card, credit card or any other item(s), the staff member shall be wearing exam gloves and the item(s) noted above shall be returned to the patient as soon as the transaction is complete and not placed on a counter. In the event the patient is to hand the staff member cash or coin, the staff member shall be wearing exam gloves and the cash or coin shall be placed on a clean paper towel on a counter and sprayed with 70% isopropyl alcohol, both front and back and allowed to dry and then placed into an envelope. The paper towel shall be discarded and the counter sprayed with 70% isopropyl alcohol or disinfecting wipe. If change (cash or coin) is to be returned to the patient, the staff member shall place the currency directly into the patient's hands. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

7d. Treatment Room Safeguards: Once a patient has exited a treatment room, the patient examination chair, or countertop, both sides of the treatment room door handles, additional seating chair(s) handles, treatment room cabinet draw and door handles, podiatry drill, as well as any and all additional equipment (i.e. Doppler, light handle, etc) shall be decontaminated with the appropriate disinfecting spray or wipes by a staff member wearing exam gloves. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

7e. Office Equipment Safeguards: Following a patient's examination with instruments such as tuning fork, monofilaments, stethoscope, Doppler probe, blood pressure cuffs etc, as well as radiographic (x-ray) examination, the instrument(s) and patient x-ray area, including orthoposer, x-ray head, film canister(s), digital container, patient protective lead apron, handrails, etc., shall be decontaminated with the appropriate disinfecting spray or wipes by a staff member wearing exam gloves. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry. Podiatry instrument sterilization and autoclave spore testing procedures shall remain intact as per PFAA protocol as outlined in the sterilization manual.

7d. Handling of Mail, Envelopes and Packages: A staff member wearing exam gloves shall place all incoming mail, envelopes and packages on a counter lined with paper towels and spray with 70% isopropyl alcohol or wiped with disinfecting wipes on all sides and allowed to dry. Once dry the mail, envelopes and packages shall be placed in a separate location. The paper towel shall be discarded and the counter sprayed with 70% isopropyl alcohol or disinfecting wipe. The staff member handling the mail, envelopes and packages shall be wearing exam gloves and the gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

8. Bathroom Safeguards: If a bathroom(s) exist within the confines of the office, the staff shall wipe both sides of the door handle, safety bars, light switch, faucet handles(s), soap dispenser and toilet flush handle and any additional item(s) potentially touched or used by the patient with the appropriate disinfecting spray or wipes after each patient and staff use while wearing exam gloves. The gloves shall be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

9. Patient Scheduling: Patients shall be scheduled in such a manner as to limit the potential for more than one patient to occupy the waiting room /reception area at a time. Patients shall be asked to attend their appointment without a companion if possible so to limit potential exposure. Additionally, if possible and within reason, only the patient shall be allowed in the treatment room if he or she is presents with another person or persons. If the patient requests a chaperone, one shall be afforded to the patient.

Additionally, patients shall be requested to wait in the office parking lot in their car and call the office at the time of their appointment to ensure no other patient is in the office. This will assist in maintain social distancing. Should it occur when two separate patients are in the waiting room/ reception area at one time, staff shall

request that the patient with the later appointment time either return to their car or wait outside the office.

10. Soap and Hand Sanitizer: Alcohol based hand sanitizer shall be available (based on availability) in the waiting room /reception area and treatment rooms for patient use. All sinks shall have liquid soap dispensers containing and adequate amount of soap and paper towels readily available in all treatment rooms and bathroom(s).

11. End of Day Procedures: At the completion of the treatment day all garbage is to be collected and removed from the office. Additionally each door handle, light switch, faucet handles(s), soap dispenser, toilet flush handle, bathroom safety bar, treatment room door handles, patient chair handles, treatment room cabinet draw and door handles, drill, as well as any and all additional equipment (i.e. Doppler, light handle, etc), reception area sliding glass (if appropriate) all office door handles, computer keyboards, computer mouse, mouse pads, computer monitor, tabletops, TV and or audio system remotes, telephone receiver handles and bases, cell phones, office keys, reception room and business office countertops and desktops, draw and cabinet handles, light switches, autoclave door handle, vacuum handle, broom handle, stationary equipment (such as pens/pencils, staplers, hole punchers, etc), all reception area chair handles, toys, books, tables as well as any item which has been in direct contact or had the potential to have come in direct contact with a patient or staff member, shall be decontaminated with the appropriate disinfecting spray or wipes by a staff member wearing examination gloves. All hard floors are to be cleaned or mopped with disinfecting spray and rugs vacuumed. The staff member(s) performing the above shall wear gloves, which should be immediately discarded and the staff member shall vigorously wash his or her hands and wrists with soap and warm water for a minimum of 20 seconds or utilize alcohol based gel hand sanitizer and vigorously rub his or her hands and wrists until dry.

12: Business Travel: The business of ProActive Foot and Ankle Associates does not generally require staff and physicians to partake in business associated travel. However until further notice, all non-essential travel shall be prohibited. Physician travel to ProActive offices, nursing homes, senior citizen housing, patient private homes or apartments, hospitals and other locations for direct patient care shall be allowed.

1. <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>

For further information, please see the OSHA Covid-19 guidelines by visiting the following link, <https://www.osha.gov/Publications/OSHA3990.pdf>