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| **Policy Title:** COVID-19 Clinical Room Turnover and Supply Management | **Policy Number:** |
| **BOD Approval:** | **Effective Date**: 3/2020 |
| **Responsibility:** All departments | **Distribution:** All Departments |

1. **POLICY:**

Katy Trail Community Health (KTCH) is committed to ensuring appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed to protect staff and anyone who enters the facility.

1. **GUIDELINES:**

* Augments current cleaning protocols for prevention of coronavirus (COVID-19) spread
* Expedites medical room turnover through cleaning and set up
* Oversees and manages PPE and general supply inventories for the clinics at large
* Additional tasks may be assigned by the supervisor or designee

REQUIRED SAFETY PRECAUTIONS

1. Follow all reasonable safety precautions for chemical use

2. Only use clinic-provided supplies and cleaning agents

3. Observe contact time requirements for all disinfecting agents

4. Wear gloves and eye protection when using any cleaning agents

5. Wear a surgical mask if sensitive to cleaning agents

6. Disinfect utility gloves by washing them as you would wash your hands.

7. Replace utility gloves immediately if punctured, torn, or worn

8. Never mix bleach with other cleaning agents as this may cause inhalation injury