Get Your Clinic Ready for COVID-19

Healthcare facilities in Kansas cannot and should not turn away patients or refuse care for fear of COVID-19. This guidance is provided to help clinics feel confident in continuing to serve their patients and in dealing with COVID-19.

Before Patients Arrive

Prepare the clinic.
Know how to contact KDHE
• COVID hotline for general questions: 866-534-3463 or covid-19@ks.gov
• KDHE Epidemiology Hotline for questions about testing criteria and isolation/quarantine: 877-427-7317

Stay connected with COVID-19 updates for your community and abroad
• KDHE COVID-19 Updates
• KDHE COVID-19 Resource Center
• CDC COVID-19 Travel
• CDC COVID-19 Healthcare Facilities
• CDC COVID-19 Healthcare Professionals

Assess and restock testing and PPE supplies now and on a regular schedule
Know which of your patients are at higher risk
• older adults
• those with serious chronic medical conditions

Consider and plan for providing more telemedicine appointments

Communicate with patients.
Post signs at entrances and throughout the clinic about prevention actions
Create a question guide for staff; use it to ask patients about symptoms during reminder calls
• Is patient experiencing fever, cough, and/or shortness of breath?
• Has the patient traveled in the last 14 days?
• Has the patient been in contact with a person(s) diagnosed with COVID-19?

Consider rescheduling elective procedures/non-urgent appointments

Prepare the waiting area and patient rooms.
Provide adequate supplies for respiratory and hand hygiene:
• Masks (for those displaying respiratory symptoms)
• Tissues
• Alcohol-based hand rub
• Soap at sinks
• Trash cans

Place chairs at least 6ft apart when possible
Remove any communal objects or clean/disinfect regularly:
• Toys
• Reading materials

When Patients Arrive

Place staff at entrances to ask patients about their symptoms.
Consider limiting entrances to facility
Limit non-patient visitors
Provide facemasks to symptomatic patients

Separate sick patient with symptoms.
Place sick patients in a private room as quickly as possible
If these patients need to wait:
• Allow stable patients to wait outside or in their cars
• Create a separate waiting area for sick vs well patients

After Patients are Assessed

Notify KDHE if you suspect a COVID-19 case.
Since this is a novel disease a mandatory report is required within 4 hours of suspicion of a case
• Collect an NP swab specimen and keep cold for potential testing
• Testing is now available through some commercial/reference labs
• For notification to KDHE fill out a reportable disease form or the new testing approval form and send via secure fax 877-427-7318

Provide at-home care instructions to patients with respiratory symptoms who are stable enough to go home.

Information and handouts can be found at the KDHE COVID-19 Resource Center
Consider telehealth options for follow-up with patients

Cleaning/Disinfection
Clean surfaces before disinfecting – use EPA-registered disinfectant for SARS-CoV-2
• Hit high-touch surfaces multiple times per day (e.g., door handles, chairs, registration counter)
• After respiratory patients leave, close door to room and allow 1-2 hours for air changes before cleaning, if able to maintain normal clinic function during the time the room is not in use

Train and Prepare Your Staff Now!

• Emphasize hand hygiene and cough etiquette for everyone.
• Ensure your clinical staff know the correct ways to put on, use, and take off PPE safely.
• Make a plan for handling patients with respiratory symptoms and those suspected to have COVID-19; share with staff and practice the plans to ensure everyone understands.

• Recognize the symptoms of COVID-19 – fever, cough, shortness of breath.
• Implement procedures to quickly triage and separate sick patients.
• Ask staff to stay home if they are sick.
• Send staff home if they develop symptoms while at work.

For more information on COVID-19 in Kansas, visit: www.govstatus.egov.com/coronavirus