**Indoor Social Distancing Protocol**

Hospital Name: Click or tap here to enter text.

## Signage:

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; and not shake hands or engage in any unnecessary physical contact

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility (protocol below)

## Measures to Protect Employee Health (check all that apply to the facility):

All employees have been told not to come to work if sick

Stickers and/or tape placed in lobby to let clients know where to sit/stand/wait to maintain 6 feet of social distancing

Hygiene partitions at reception desk to add another layer of protection when staff need to directly interact with clients

Cleaning/disinfecting protocol posted to ensure common areas are being disinfected frequently

Disinfectant and related supplies are available to all employees at the following location(s):

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

 Soap and water are available to all employees at the following location(s):

Copies of this Protocol have been distributed to all employees

Optional—Describe other measures: Click/tap here to enter text

## Measures to Limit number of clients in the facility (check all that apply to the facility):

Limit the number of customers in the hospital at any one time to: [insert maximum number here], which allows for clients and team members to easily maintain at least six-foot distance from one another at all practicable times

Limiting the number of family members to come in per pet (1 person per household)

Tape/stickers placed in lobby to show clients where to sit/stand/wait

## Measures to Keep People at Least Six Feet Apart (check all that apply to the facility):

Placing signs outside the hospital reminding people to be at least six feet apart, including when in line

Placing tape and/or stickers or other markings at least six feet apart in client areas inside the hospital with signs directing clients to use the markings to maintain distance

All team members have been instructed to maintain at least six feet distance from clients and from each other when possible

Seating has been adjusted to that clients can remain 6 feet apart in the lobby and exam rooms (when possible)

## Measures to Prevent Unnecessary Contact (check all that apply to the facility):

Not permitting clients to bring their own bags, leashes from home. Hospital leashes should be used when possible

Providing for contactless payment systems or sanitizing payment systems regularly

Wearing appropriate PPE when interacting with clients (masks/gloves)

## Measures to Increase Sanitization (check all that apply to the facility):

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the hospital or immediately outside where people have direct interactions

Disinfecting all payment portals, pens, and styluses after each use

Disinfecting all high-contact surfaces frequently