**Clinic Agreement Required for eDOCSNL On-site Activities during an Infectious Disease Outbreak**

In order for eDOCSNL to ensure as much as possible the safety of its employees, the following information must be collected at least two weeks in advance of implementation and/or support activities. If eDOCSNL does not receive this signed checklist in time the scheduled on-site activities will be cancelled or postponed. eDOCSNL Program staff will follow current Government of Newfoundland and Labrador Public Health guidelines in order to ensure as much as possible the safety of clinic staff, Program staff and patients. Questions and concerns should be directed to the Program Manager, Duane Mcgrath at 709-691-5406. eDOCSNL will change these conditions in response to changes in guidance from Public Health.

This checklist must be signed by the authorized clinic representative and will be reviewed again by Program Staff when they arrive on-site. By signing below you are acknowledging the accuracy of the submitted information and realize that inaccurate information may result in cancellation of the activity and the possibility of a cost associated with rescheduling.

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|  | All employees and physicians are required to complete a daily [online self-assessment tool](https://forms.healthenl.ca/selfassessment/) (community clinic employees will use the 811 assessment tool) before attending work each day or shift while eDOCSNL is on site and reviewed by the authorized clinic representative. |
|  | The clinic has made reasonable effort to ensure that, wherever possible, workspaces are large enough to accommodate participants while physical distancing of two meters. |
|  | Employees, physicians, clients, patients, and visitors should be made aware of COVID-19 safety protocols prior to arriving to the site. |
|  | A medical mask or an approved equivalent standard are to be worn by *eDOCSNL and clinic staff* ***at all times*** while eDOCSNL staff are on site. Non-medical masks are not permitted. |
|  | Hand hygiene stations are accessible for employees and clients (including sinks, soap, paper towel, and hand sanitizer dispensers). Disinfectant wipes and hand sanitizer will be made available. |
|  | One-way traffic flows will be established, including but not limited to usage of directional arrows which will be clearly visible where possible. Where this is not possible, other possibilities can be discussed. |
|  | Details of current workplace cleaning protocols have been provided. Workspaces will be cleaned daily, and all commonly touched surfaces will be cleaned at a minimum of twice daily. |
|  | When deliveries occur infection prevention and control measures will be upheld. This includes following hand hygiene protocols, disinfecting shared surfaces and maintaining physical distancing. |
|  | In order to limit time spent in close physical contact with clinic staff and/or patients clinics will allow sufficient time for eDOCSNL staff to take regular breaks and lunch outside the clinic, where possible. |
|  | Clinics must share arrangements for care of patients who are displaying symptoms compatible with those of COVID-19; these must be acceptable to eDOCSNL. |
|  | When eDOCSNL personnel are asked to enter a clinic space where patients are present, all reasonable efforts to maintain physical distancing of two meters will be followed, and all persons in the room, including the patient, will be expected to wear a medical mask. |
|  | The clinic will make reasonable efforts to ensure that patient appointments are preferentially booked virtually, as much as possible. |

Clinic Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_