

## **Corona Virus USC Fertility Policy**

### **PATIENT PROTOCOLS**

1. When a patient call/emails the clinic for an appointment, they will be screened. If the patient indicates they are symptomatic (fever/cough) they will not be allowed in the clinic.
2. New consults and follow ups will be conducted via zoom
3. Patients will be instructed to come to clinic alone at a given appointment time (spaced out by 15 minutes), wear a surgical mask, stay in their car until appointment time.
4. The waiting room will be locked. The patients will need to ring the doorbell. A staff member will then greet the patient, take their temperature and ask screening questions, "Have you had FEVER, COUGH, or any other symptom within the last 14 days". Patients will fill out screening form. If answer is yes or patient has temperature of 100 or higher, the patient will be instructed to go home and a staff will follow up with further instructions about their treatment cycle.
5. If the patient is not wearing a surgical mask, they will be given a surgical mask. And asked to use that mask for multiple appointments.
6. If a patient shows up with a partner, the partner will be asked to wait in their car.
7. If multiple patients in hallway, they should stand on the marked lines on the carpet, six feet apart.
8. If multiple patients in the waiting room (limit is four) they must sit in designated chairs.
9. Patients will be asked to wash hands in bathroom or exam room as they come into clinic.
10. No hand shakes, hugs with patients
11. All patients must be counseled re covid-19 and proceeding forward with treatments, they will need to be counseled by a physician, and sign a COVID-19 Consent form.
12. If a patient is already inside the clinic and develops a fever, the patient will be moved into an exam room. Plans should be made quickly for patient to leave immediately with no contact to staff. Plans for deep cleaning with PPE will be made as necessary. Any interactions between staff and patient require full PPE.
13. All patients will be tested for COVID on down regulation scan or day 2 start for IVF cycles, at lining check for embryo transfer cycles, and at follicle check for IUIs.

### **CLEANING PROTOCOLS**

1. Each exam room/counseling room/blood draw station will be thoroughly sanitized after every patient interaction, including all doors/door handles/sinks/counters
2. Bathrooms will be sanitized multiple times a day

3. All common staff areas will be wiped down with sanitizer once daily, including common keyboards, phones, computer mice
4. All staff offices will be wiped down with sanitizer once daily, including common keyboards, phones, computer mice
5. If waiting room is used for patient it will be thoroughly sanitized several times a day, including all doors/door handles/sinks/counters

## **EMPLOYEE PROTOCOLS**

1. Employees are instructed not to come into the office if they have any sick symptoms or if they have any contact with COVID positive person. Employee health will be notified.
2. All employees should wear surgical masks at the office.
3. Employees advised to wash clothes in hot water when they get home.
4. We will be screening and testing temperatures every day for all employees, immediately on arrival to office.

## **SOCIAL DISTANCING PROTOCOLS**

1. All staff to attempt to stay as far apart in clinical spaces
2. Patients will be separated and kept apart and spend limited time with staff
3. All staff to stay in their work areas (offices) unless needed in clinical areas
4. Staff are to observe distancing in break room and only sit in designated chairs or take breaks in their work areas
5. Office Meetings are to take place via zoom with all employees logging in from their respective work areas
6. Maintain distance from any person in office to drop off or pick up packages and wipe packages down