

Administrative and Reception All Settings

PPE – Administrative and Reception – All Settings

Areas	Activity	Type of PPE	Specific Instructions
Administrative Areas	Administrative tasks that do not involve direct contact with patient or public	No PPE required Use physical distancing of 6 feet (2 meters)	Perform hand hygiene upon entry to facility and before/after each contact with patients, health care workers, or health care environment
Reception Areas	Direct Patient Encounter	Use of plexiglass barriers are encouraged Use physical distancing of 6 feet (2 meters) If barriers are in place and/or physical distancing is possible, PPE is NOT required If barriers are NOT in place and/or physical distancing is NOT possible, procedure mask and eye protection are required	Hand Hygiene upon entry to facility and before/after contact with clients or client environment Maintain 6 foot/2 meter physical distance by staying behind desk/counter Minimize exchange of paperwork back and forth between reception and members of the public. If contact is necessary perform hand hygiene before and after interaction If mask is required, extend use of same procedure mask for repeated interactions with multiple patients/clients for maximum of one complete shift . Change procedure mask IF it becomes wet, damaged, or soiled. If eye protection is required, use throughout the shift with appropriate cleaning and disinfecting protocols. Remove and clean/disinfect at breaks and at end of shift. Wherever possible, retain face shields, lenses and/or frames and disinfect eye protection at the end of the shift.