

# Front Office Checklist

Action Items	Always	Highly Recommended	Nice To Have
Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, counters, pens, pin pads, phones, keyboards, tablets, etc.	✓		
Disinfect entire office at least once daily. ULV Fogging recommended	✓		
Disinfect all deliveries upon arrival. ULV Fogging recommended	✓		
Provide hand sanitizer	✓		
Remove waiting room magazines, coffee, water, etc.	✓		
All paper received from patient is to be handled with gloves, digitized immediately, and quarantined	✓		
Temperature check all patients (over 100 – treat as COVID-19 positive)	✓		
Face shield for all employees when patient is COVID-19 positive	✓		
Remove or space waiting room furniture to maintain 6 ft distance		✓	
Distance employee workspace (6 ft)		✓	
Refrain from sharing: phones, computers, etc.		✓	
Provide tissues and no touch trash cans		✓	
Tape on floor six feet from front desk employee		✓	
Keyboard covers		✓	
Sneeze guard at front desk			✓