**Pre-exposure Protocol for COVID-19**

**Purpose**

The purpose of this protocol is to prevent or minimize contracting COVID-19 in affected areas. These steps will be enacted when PIC deems necessary.

**Roles**

Every person in a position to take outside materials from patients will serve as the front line defense against disease contraction.

**Process**

* Follow suggested prevention practices which include:
  + Avoiding close contact with people at risk
  + Cover coughs and sneezes with a tissue and dispose of in trash
  + Avoid touching eyes, nose and mouth
  + Stay home when you are sick
  + Wash your hands often with soap and water for at least 20 seconds
* Post signs in pharmacy describing symptoms and best prevention practices
* Encourage employees to stay home if they are sick without repercussions
* Offer hand sanitizer/wipes at entrances for patients
* Institute drive-through or curb-side pick-up only services
* Increase delivery services **(See delivery driver protocol)**
* Do not accept old bottles- customer must either read Rx number, intake employee must copy down numbers or technician looks up via patient name/DOB
* Request e-Scribe, faxed prescriptions or verbal orders
* If paper prescription is brought, the accepting technician wears gloves, scans hardcopy, and puts in a plastic ziplock bag for the pharmacist to check. May unbag hardcopy prescriptions after 2 weeks for long term storage
* Do not accept any drug returns
* Use gloves for handling payment information at cash register
* Ask patient consent for pharmacist/technician to sign credit card receipts/counseling attestation
* Stop using any materials in the drive-thru or check-out counter that get passed back and forth (i.e., pens, clipboards). If not possible, disinfect all materials with 70% isopropyl alcohol after each use
* All employees: sanitize hands between customers
* Spray baskets with 70% alcohol between customers
* Regularly disinfect all surfaces before opening and at closing including door handles, window latches, computer hardware, countertops, phones, and all commonly touched surfaces
* If exposed, please follow post-exposure protocol
* For more information visit https://www.cdc.gov/coronavirus/2019-ncov/prepare/index.html