

# Tips for Getting Back to Practice

“ AN OUNCE OF PREVENTION IS WORTH A POUND OF CURE. ”  
-Benjamin Franklin

## Have an Established Plan

It is very important to have an **established process** for rapid decision-making and a clear chain of command for communication to the staff and patients. As much as you can prepare for outcomes that you may have to navigate in the near future.



## Staff Training

Delegate one staff member to sign up to receive and communicate any alerts provided by your local and state health departments, and Governor's office.

Prior to opening your practice, evaluate Pre-Covid-19 operations throughout your practice.

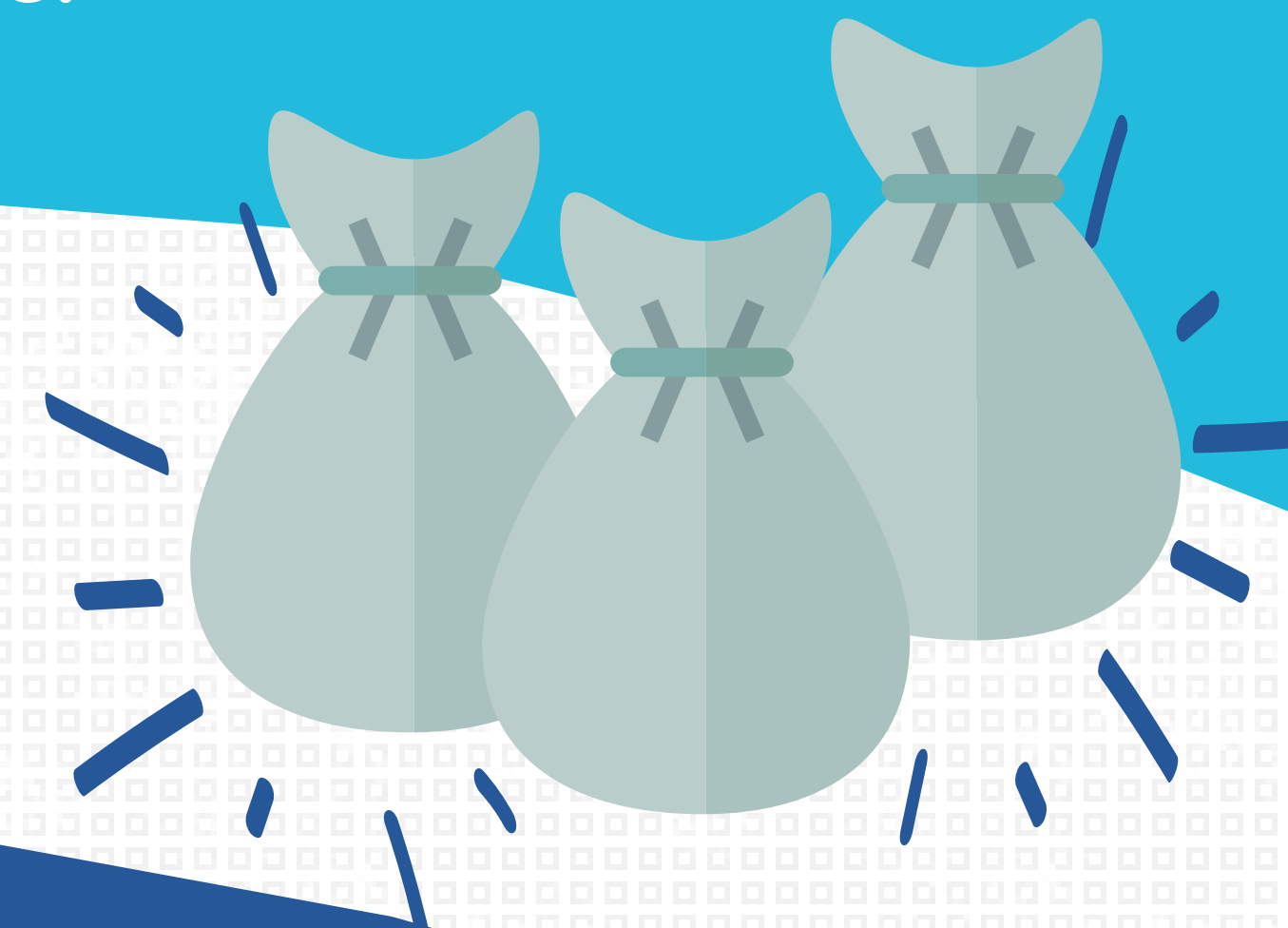
**Determine what standards need to change** and train staff on new policies and procedures. During this downtime, it would be highly advantageous to update policies and retrain staff on standard procedures such as privacy laws, handwashing, cough etiquette, mask-wearing, not touching eyes/nose/mouth and social distancing.



## Finances

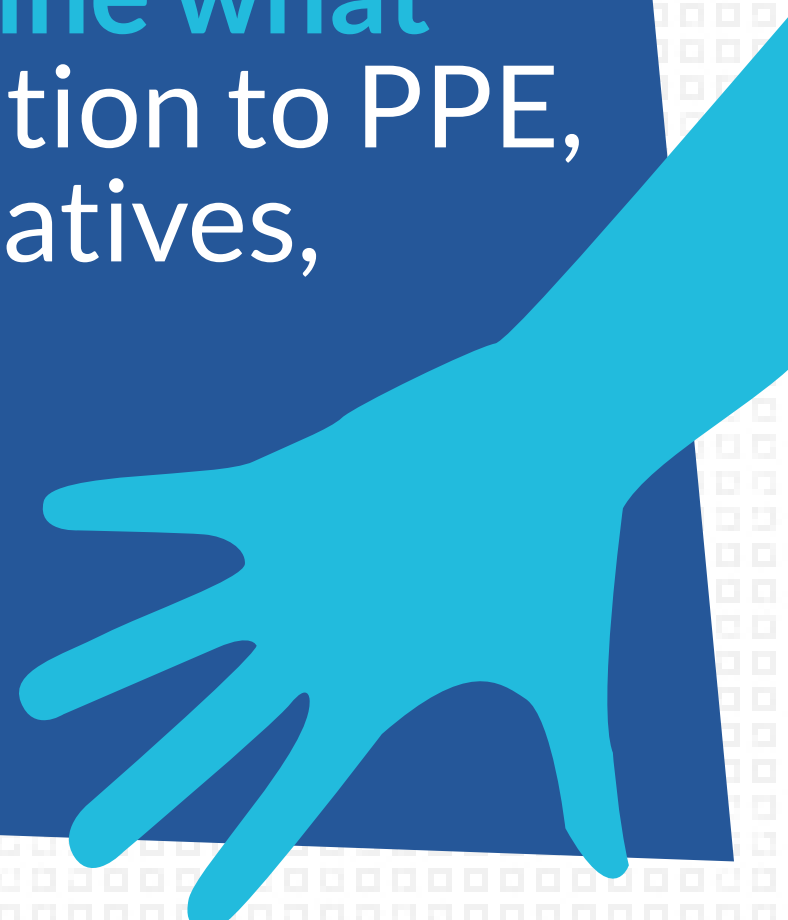
Financial plans should be evaluated to ensure ongoing liquidity of your practice in the event of a lower than expected clinical revenue stream. It is imperative to develop a **contingency plan** that is based upon the estimates of minimum cash flow needed to stay afloat.

Communicate with vendors, landlords, and creditors to discuss a reasonable accommodation for the disruption to your cash flow. Consider asking for forbearance, forgiveness, or a standstill. Keep the **lines of communication open** by agreeing to a process of keeping them informed over time.



## Supplies

Because of the worldwide pandemic, there is a shortage of essential medical supplies including personal protective equipment (PPE) and respirators. Evaluate what supplies you have on hand and calculate the amount of supplies needed for the months ahead. At this time **determine what cash flow amount should be reserved for stocking up on supplies**. In addition to PPE, ensure there are adequate anesthesia supplies including HEPA filters, sedatives, oxygen, glidescopes, and inhaled anesthetics.



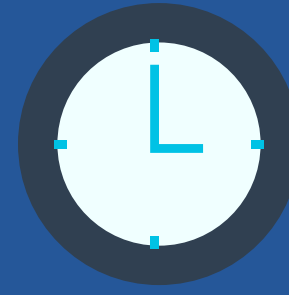
Members of ASPS can visit ASPS Shop to replenish limited PPE, while supplies last.

[Click here to visit the ASPS Covid-19 Shop page](#)

# Protecting You, Your Patients and Your Staff

## Reducing Exposure

Encourage patients to use online portals, mail or fax to **complete all paperwork** prior to arrival



Reduce or **eliminate office visitors** such as reps, students, or observers



Assign **frequent** cleaning responsibilities



Reduce in-office staff by having anyone who can **work remotely**



Ensure cleaning products include:  
**70-90% isopropyl alcohol**  
or **60-70% ethanol**



Ensure proper donning and doffing of **PPE** and **proper hand-washing**

Have patients call when they arrive and **wait in their car** until they are ready to be **screened**



## Screening Questions

Here are a list of sample questions to assess for symptoms prior to arrival.

Have you or anyone in your household...

- Been tested for Covid-19**
- Had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches, shortness of breath, loss of smell, loss of taste, fever at or greater than 100°F**
- Visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days**
- Traveled within the US or on a cruise ship in the last 21 days**
- Cared for an individual who is in quarantine, presumptive positive or tested positive for Covid-19**

Are you or anyone in your household...

- A healthcare provider or emergency responder**

If a patient answers **yes** to any of these questions, the plastic surgeon should assess whether the patient can keep their scheduled appointment.

## Screening Patients

1-2 weeks before procedure



**Advise patient to self-quarantine**

As close to the procedure as possible



**Pre-op PCR testing for acute infection (recommended)**

Day of procedure

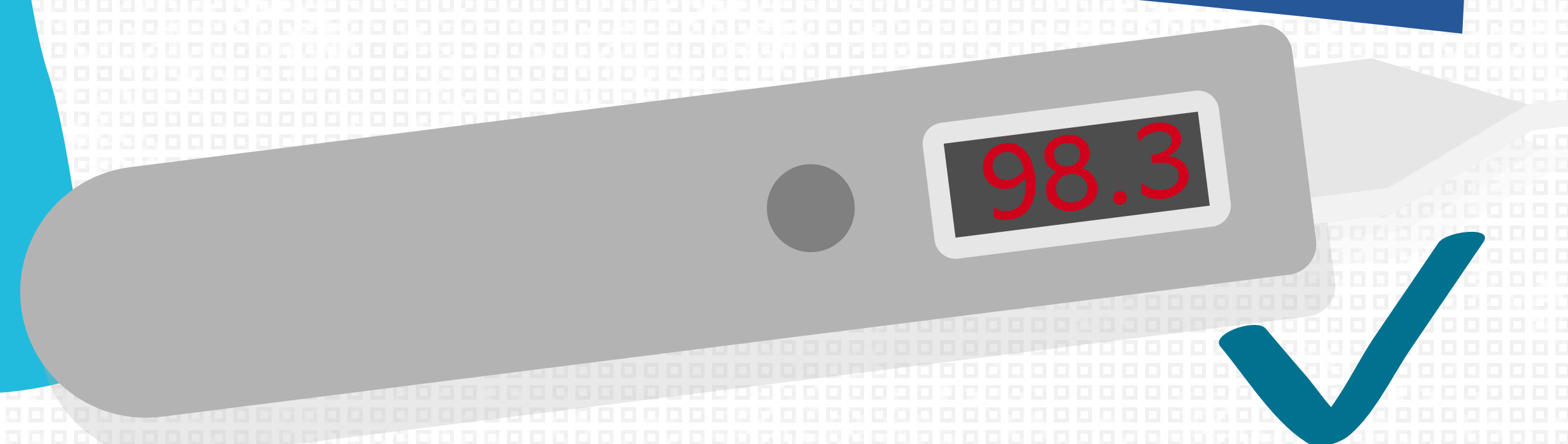


**Contact patient prior to visit to assess for symptoms**



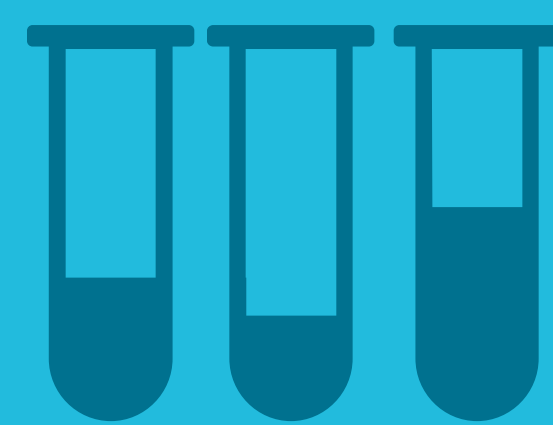
**Upon arrival verify temperature is under 100°F**

Ensure staff is up to date with screening protocols and can recognize signs and symptoms



# Patients or staff that are known COVID-19 positive

## Patient arrives with Symptoms



Immediately send patient for testing and initiate cleaning protocols for any area they were in

## Showing Symptoms

Must reschedule or be off until they are at least

# 3

days symptom-free

Test negative from at least

# 2

NP swab specimen collected >24 hours apart

AND

OR

# 7

At least

days have passed since symptoms first appeared

## Asymptomatic

Must reschedule or be off until at least

# 10

days since their first positive Covid-19 test\*



\*Assuming they do not develop symptoms

It is recommended that COVID-19 positive patients delay surgery

# 4-6

weeks



## Additional Resources

[Click here to read ASPS Considerations for the Resumption of Elective Surgery and Visits](#)

[Click here to read CDC's Information for Healthcare Professionals about Covid-19](#)

[Click here to read Guide to Reopening Your Medical Office During Covid-19 by The Doctors Company](#)

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