



COVID-19 Checklist for Pharmacies

The Kansas Pharmacists Association provides these guidelines for all member pharmacies in the state.

- As patients look to pharmacy staff for guidance, use calming and reassuring language.
- Your help to prevent panic and communicate accurate information is essential for our communities. Watch the CDC, Department of Health, and your county public health website for accurate information and resources.
- Place signage at your entranceway that advises patients with any of the symptoms to please return to their car and call or text the pharmacy and someone will come out to their car.
- Have a fact sheet available to answer questions from patients on prescription refills, emergency supplies, payer coverage of medications, and other Rx-related information.
- Encourage people to buy cold medicines and tissues now, so they will not have to go out if they develop COVID-19.
- Establish a process for older adults, pregnant women, and individuals with chronic health conditions to pick up medications without waiting in line.
- Encourage patients to use your drive-up window if that service is offered.
- Communicate to patients the importance of sick patients staying home, sending a friend or family member to the pharmacy instead, or using the drive through when possible.
- If offered and where applicable, encourage patients to stay at home and use home delivery.

- ✓ Implement infection control procedures, especially for clinic waiting areas
 - Make sure staff maintain a distance of 3 feet from asymptomatic patients and at least 6 feet from those actively coughing.
 - Regularly clean and disinfect counters, waiting areas, and other spaces where public interaction occurs with an EPA-approved disinfectant. Clean at least every hour or after every 10 patients, whichever is more frequent.
 - Place alcohol-based hand sanitizer next to the checkout window so people can sanitize their hands after using common items, like the pen used to sign for prescriptions.
- ✓ Monitor all staff and yourself for sickness regularly. Take temperatures at least once per shift and send staff or yourself home if symptoms of a respiratory infection are apparent.
- ✓ Update sick leave policies to place employees on sick leave if a family member is sick and to develop a post-illness return-to-work procedure.
- ✓ You and your staff should use personal protective equipment (PPE) as appropriate.
- ✓ Provide recommended actions for unprotected exposures (e.g., not using recommended personal protective equipment, an unrecognized infectious patient contact).
- ✓ Know your active standing orders, collaborative practice agreements, and memorandums of understanding.
- ✓ Develop emergency plans based on the potential for absenteeism due to illness in your staff.



For the latest pharmacy-related information regarding COVID-19, visit www.ksrx.org/COVID-19.