

# Awardee Safety Guidance for VFC & IQIP Site Visits

**Purpose:** This document provides guidance for protecting yourself while conducting in-person VFC and/or IQIP site visits during the COVID-19 pandemic. Please be reminded that tele-IQIP and virtual VFC compliance, enrollment, and storage and handling visits are viable options in areas where conducting in-person visits may endanger the health of staff.

## General Infection Prevention and Control Guidance for Reviewers/Consultants:

- **Do not conduct an in-person visit if:**
  - You are sick or have had close contact with an individual who tested positive or is suspected of being positive for COVID-19 (refer to CDC [guidance](#) for recommended precautions).
  - You are awaiting COVID-19 test results.
  - You are exhibiting [symptoms](#) of COVID-19.
- **Wear a cloth face covering upon arrival at the facility and during the entire time of your visit.** Do not touch or adjust the cloth face covering once it is on, and perform hand hygiene immediately before and after using the cloth face covering.
- **Maintain social distancing.** Stay at least 6 feet from others while outside and inside the clinic.
- **Use frequent hand hygiene and refrain from shaking hands.** Wash hands often with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **If you inadvertently sneeze or cough during your visit, practice respiratory hygiene and cough etiquette.** When you cough or sneeze, use the inside of your elbow. Throw any used tissues into trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website. *Remember: Do not conduct an in-person visit if you are exhibiting COVID-19 symptoms.*
- **Bring all necessary supplies** (tissues, 60% alcohol-based hand sanitizer, and cloth face coverings).

## Before and During the Site Visit:

- **Adhere to clinic's guidance for visitors** (e.g., temperature screening for entry, schedule for non-patient visits).
  - Call beforehand for details and ask the clinic for guidance on time/day when there is less clinic traffic.
  - Upon arrival, remain in your car or outside until your point of contact is ready to see you.
- **Avoid areas where sick patients are located** (e.g., waiting rooms, sick patient rooms, etc.).
- **Limit contact with frequently touched objects and surfaces** such as workstations, keyboards, telephones, handrails, elevator buttons, and doorknobs.
  - To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the virus that causes COVID-19, and that are appropriate for the surface.
- **Avoid using shared equipment such as phones, desks, offices, or other work tools** when possible.
  - Clean and disinfect shared items or areas before and after use.

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- **Practice social distancing** by maintaining distance (at least 6 feet) from others when possible.
  - Limit the number of staff present to those essential to the information being discussed at the moment (e.g., billing personnel).
- **Use electronic resources** instead of paper handouts whenever possible to limit potential reuse of materials (e.g., clipboards, pens).
  - Fill out needed paperwork online in advance.
- **Minimize time in the office** by completing certain site visit sections in advance when possible (e.g., see VFC hybrid site visit guidance on the ISD Awardee SharePoint portal).
  - Consider conducting educational/training components remotely.

### References:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>