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COLLEGE OF PHYSICIANS
& SURGEONS OF ALBERTA

Renovating or Developing New Clinical Office Space

IPAC Program Guidelines

VERSION JULY 2020

This guideline was adopted from Public Health *Ontario Infection Prevention & Control for Clinical Office Practice* (June, 2013).

Purpose

When renovating existing, or developing new clinical office space, there should be compliance with current municipal and provincial regulations as well as national standards from the Canadian Standards Association (CSA). Infection Prevention & Control (IPAC) recommendations for leasing, renovating existing, or developing new clinical office space for health care are summarized below.

For more information on infection prevention and control, contact CPSA's IPAC program:

Email: ipac@cpsa.ab.ca
Phone: 780-969-5004

General

1. The environment / furniture is easy to clean.
2. All surfaces are smooth and non-porous; there is no carpet or fabric upholstery.
3. There is appropriate space for waste receptacles.
4. There are sufficient free-standing hand washing sinks and point-of-care alcohol based hand rub (ABHR) dispensers (e.g., in each examination room, washroom, laboratory area, medication preparation area, soiled and clean utility rooms).

Waiting room space

1. The waiting room has sufficient space to allow segregation of potentially infectious patients at least two metres from other patients.

Examination or procedure room(s)

1. Space is appropriate to the type of procedures to be performed in the room.
2. A free-standing hand washing sink is available in the room.
3. Applicable PPE is readily available without leaving the room.
4. There is sufficient wall space next to the exam table to mount a sharps container and ABHR.
5. There is space for a soiled linen hamper and a soiled waste receptacle.
6. There is an easily accessible washroom located by the examination or procedure room(s).

Storage or utility area(s)

1. There are separate clean and soiled utility / storage rooms.
2. There is space to store sterile supplies above the floor in a clean, dry, low-traffic area.
3. There are sufficient closed cupboards to store medical equipment.
4. There is at least one dedicated housekeeping closet.
5. If refrigerators are used for specimens, medications, or vaccines, they are designated for this purpose (e.g. no food) and are a type manufactured for medical use.

Medical device reprocessing areas

1. The area is designated for medical device reprocessing and incompatible activities (e.g. food handling, janitorial, medication dispensing) and equipment (e.g. computers) are not present.
2. There are separate clean and soiled areas in the reprocessing / sterilization room.
3. The reprocessing area is adequately sized to perform all required tasks and allow for one way workflow.

Medications

1. If medications are dispensed, there is a drug distribution station that is separate from other areas.
2. The drug distribution station includes a work counter, sink, refrigerator, and locked storage for biologicals and drugs.

References

1. Canadian Standards Association. *CAN/CSA-ZB000-11 Canadian health care facilities.* Available at: http://shop.csa.ca/en/canada/health-care-facility-engineering/z8000-11/invt/27033042011/

2. Canadian Standards Association. *CAN/CSA Z317.2-10 Special Requirements for Heating, Ventilation and Air Conditioning (HVAC) Systems in Health Care Facilities*. Available at: http://shop.csa.ca/en/canada/health-care-facility-engineering/cancsa-z3172-10/invt/27013482010/

3. College of Physicians & Surgeons of Alberta (CPSA). *Reprocessing Critical & Semi-Critical Equipment – A Physician Toolkit*. 2010. Available at: http://www.cpsa.ab.ca/services/ipac/PhysicianToolkit.aspx

4. Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Infection Prevention and Control for Clinic Office Practice. Toronto, ON: Queen's Printer for Ontario; June 2013. Available at: http://www.publichealthontario.ca/en/BrowseByTopic/InfectiousDiseases/PIDAC/Pages/Infection-Prevention-and-Control-for-Clinical-Office-Practice.aspx