

COVID-19 CAROLINA O&P COMPREHENSIVE SAFETY PLAN

EMPLOYEE SCREENING

Carolina O&P is not actively screening employees for symptoms as they come in for work. It is the employee's responsibility to stay home if sick or experiencing any specific COVID-19 symptoms. If an employee reports to work not feeling well, their supervisor may send them home.

If employee is sick with COVID-19 symptoms and has been refused testing OR the employee is diagnosed with COVID-19 the following guidelines should be followed for return to work:

- 14 days if presumed or confirmed COVID-19 diagnosis; or
- 14 days if the employee had close contact with an individual diagnosed with COVID19; or
- 14 days following international or domestic travel.

If COVID-19 has been ruled out and an alternate diagnosis was given (i.e. tested positive for Influenza), criteria for return to work should be based on that diagnosis.

COVID-19 EMPLOYEE TESTING

If a COVID-19 test is administered to any employee, management must be contacted on the day test was taken and when the results are obtained. Employees may NOT report to work until the test results are obtained.

- Positive test results with symptoms: Employee is to be excluded from work and follow the guidelines listed above (14-day quarantine).
- Positive test results with no symptoms: Employee will be excluded from work until 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. The 10 days start on the date the test was taken.
- Negative test results: Employee may immediately return to work.

WORKING WITH SOMEONE WHO HAS/HAD COVID-19

Person "A": Person who has tested positive for COVID-19 or is showing symptoms. They are either hospitalized or quarantined depending on how sick they are.

Person "B": Facility employee who has been potentially COVID-19 introduced in some way to person A.

- Being within approximately 6 feet of a person with COVID-19 for a prolonged period (such as caring for or visiting the person: or sitting within 6 feet of the person in a healthcare waiting area or room)
- Having unprotected direct contact with infectious secretions or excretions of the person (being coughed on, touching used tissue with bare hand)
- Management will assist in determining which employees are high, medium, or low risk for exposure after investigation.

Person "C": Any facility employee who has been potentially COVID-19 introduced to person B, and does not use any shared spaces or equipment with person A.

- This is considered secondhand exposure. There is no need to quarantine, but need to remain diligent, pay attention to how you feel, etc.

SOCIAL DISTANCING RECOMMENDATIONS

- All employees and patients should try to maintain 6 feet apart when possible. If employees' workstations are less than six feet apart, please move desks to follow this recommendation.
- Do not share space or equipment when possible. If this is not possible, employees should wash their hands before and after using the shared equipment. Clean and sanitize equipment between uses.
- Please be sure to stay at least 6 feet apart when speaking with a patient at the counter.
- If unable to immediately room patients - All chairs in the waiting area should be spaced 6 feet apart. If you have the room in your facility, please remove extra chairs for the time being to avoid congregating in lobby/waiting areas.
- If the facility is at capacity (lobby full based on the 6 feet requirement) offer patients a different appointment time or the option to wait outside until another party leaves the building.

MASK REQUIREMENTS

Any essential services providing goods and services and face-to-face interaction with the public or close contact with goods that the public purchases shall wear facial coverings (refer to CDC guidance). Please refer to recent guidance (COVID-19 Mask Policy) emailed out stating all employees coming into direct contact with patients should utilize a face mask or other type of face covering.

[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/PREVENT-GETTING-SICK/DIY-CLOTH-FACE-COVERINGS.HTML](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

PATIENT DAILY SCREENING

The questions are listed below. If they answer YES to any of these questions they will be required to reschedule.

- Question 1: Have you traveled recently to either a foreign country or domestically?
- Question 2: Have you been exposed to a person with a confirmed case of COVID-19 or someone who has been required to self-quarantine?
- Question 3: Does the patient have any of the following symptoms: fever, cough, shortness of breath, sore throat or diarrhea?

OFFICE CLEANING

It is the Office Manager and Clinical Managers' responsibility to make sure their office is thoroughly wiped down daily. There is a Cleaning log to be completed daily. If additional cleaning supplies are required, please reach out to Tim Fraylick.

- Office Managers and their team are responsible for the front desk area- all countertops, armrests on waiting room chairs, desks, keyboards, kiosks, doorknobs, etc.
- Clinical Managers and their team are responsible for the patient exam rooms and lab area- exam benches, doorknobs, counter surfaces, work bench areas, etc.
- Turn in your cleaning logs to Melissa Kramer each Friday – this will be reviewed on a weekly basis.