

COVID19 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 COVID19 symptoms. If an employee reports to work not feeling well, their supervisor may send them home.

PATIENT DAILY SCREENING

We must screen any patients calling to schedule an appointment AND when they arrive in the facility to be seen. We must also screen anyone who will accompany the patient during their appointment & any other non-employees who enter the building (per recent OSHA requirements). The only exception to the screening includes those coming in for a momentary purpose such as dropping off the mail or a package. Screening should be documented in Whiteboard for patients and any party that accompanies them. The questions are listed below. If all answers are NO, the person may enter the building. If any answers are YES, they must reschedule for another time. If they are experiencing symptoms and have a negative COVID19 test within the last 48 hours, they may enter if other questions are answered with NO.

1. Have you been exposed to someone in the last 14 days who has been confirmed positive with COVID19 or anyone who has symptoms consistent with COVID19?
2. Have you experienced any of the following symptoms in the past 48 hours?
 - a. Fever or chills
 - b. Cough (excluding chronic cough due to a known medical reason other than COVID19)
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
3. Are you isolating or quarantining because you tested positive for COVID19 or are you worried you may be sick with COVID19?
4. Are you currently waiting on the results of a COVID19 test?

SOCIAL DISTANCING RECOMMENDATIONS

- Unvaccinated or less than 2-week post dose must continue to social distance.
- Fully vaccinated staff do not need to social distance.
- 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 the 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.

HAND WASHING

- Employees must wash their hands frequently for at least 20 seconds with warm water when visibly soiled, before eating and after using the restroom. All sinks must be properly supplied with soap.
- Alcohol based hand rubs with greater than 60% ethanol or 70% isopropanol are effective in absence of a sink.

MASK REQUIREMENTS

- Unvaccinated Staff must wear a mask.
- Fully vaccinated staff do not need to wear a mask unless they are working with a patient.
- A facial cover includes any covering, which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops.

COVID19 EMPLOYEE TESTING

If a COVID19 test is administered to any employee, management must be contacted on the day the test was taken and when the results are obtained. Employees may NOT report to work until test results are obtained.

- Positive test result with symptoms:
 - Employee is excluded from work until 10 days since symptoms first appeared; and
 - 24 hours with no fever without the use of fever-reducing medications; and
 - Other symptoms of COVID19 are improving.
- Positive test results with no symptoms:
 - Employee will be excluded from work until 10 days have passed since the date of first positive COVID19 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 results as a Person A: Employee may immediately return to work
- Negative results as a Person B: Non-vaccinated employee must complete minimum 7-day self-quarantine even if you immediately test negative for COVID19 or feel healthy, you should stay home (quarantine) since symptoms may appear in this time frame. Self-monitoring should continue up to 14 days after exposure.
 - Asymptomatic Person B – Non-Vaccinated – may return to work after 7 days if they have tested negative at the end of the quarantine (testing should be within 48 hours of time frame ending).
 - Asymptomatic Person B – Non-Vaccinated – may return to work after 10 days without testing.

- ****People who have previously tested positive for COVID19 and completely recovered or are Vaccinated do not need to quarantine or get tested again for up to 3 months if they do not develop symptoms again.**

If COVID19 has been ruled out and an alternative diagnosis was given (i.e. tested positive for influenza), criteria for return to work should be based on that diagnosis.

WORKING WITH SOMEONE WHO HAS/HAD COVID19

Person “A”: Person who has tested positive for COVID19 or is showing symptoms. They are either hospitalized or quarantined depending on how sick they are.

Person “B”: Facility employee who has been potentially COVID19 introduced in some way to Person A.

- Being within approximately 6 feet of a person with COVID19 for a prolonged period for a cumulative total of 15 minutes or more over a 24-hour 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, touched 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 COVID19 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.

OFFICE CLEANING

It is the Office & Clinical Manager’s 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.

VACCINATED EMPLOYEES

Employees that have received both doses of a COVID19 vaccine are considered “immune”. Subsequently, if a vaccinated employee has a COVID19 exposure (i.e. would be a Person B) they should still inform HR and their supervisor. Quarantine will not be necessary unless symptoms develop. If you are vaccinated, exposed to COVID19, and develop symptoms it is recommended you get tested for COVID19.

Employees that have only received one dose of a 2-dose vaccine and are exposed to COVID19 OR develop symptoms of COVID19 should follow normal protocols. Please inform HR and your supervisor. It is also recommended you contact your physician that administered the vaccine. Some side effects are common when receiving a vaccine.

All employees receiving the vaccine need to inform HR and send a copy of their vaccine card to HR. This helps management team conduct risk assessments and assess any necessary quarantine protocols. Currently, the vaccine is voluntary. As more information becomes available from the CDC & SC DHEC, this policy will be updated.