

## **COVID-19 WRIGHT & FILIPPIS SAFETY PLAN**

### **EMPLOYEE DAILY SCREENING**

Employee screening must take place on a daily basis. This is the responsibility of the Office and Clinical Managers and Department Heads. If the Office and Clinical Managers and Department Heads are not available to perform the screening then they must designate an employee. Email Kim Lewis and Carolyn Wright with the name of the designated point person for the employee screenings. All employees must be screened prior to clocking in for the day – **NO EXCEPTIONS**. The following questions must be asked on a daily basis at the beginning of each day, for each employee entering the facility:

1. Does the employee have symptoms of :
  - a. Fever of 100.4 degrees or higher
    - i. See attachment of W&F provided touchless thermometer guidelines
  - b. Cough (excluding chronic cough due to a known medical reason other than COVID-19)
  - c. Shortness of breath
  - d. Chills
  - e. Muscle pain
  - f. Sore throat
  - g. New loss of taste or smell
2. Travel internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan
3. Any close contact in the last 14 days with someone with a diagnosis of COVID -19?

Any affirmative response to screening question 1 requires the employee to be excluded from working onsite:

- At least 72 hours with no fever (that is 3 full days of no fever without use of medicine that reduces fevers **AND** other symptoms have improved (for example, when your cough and shortness of breath have improved) **AND** at least 10 days have passed since your symptoms first appeared.

An affirmative response to screening question 2 requires the individual to be excluded from working onsite:

- For 14 days following travel unless that travel was due to commuting from a home location outside of Michigan.

An affirmative response to screening question 3 requires the individual to be excluded from working onsite:

- 14 days after the last exposure to the person with COVID-19, per the CDC

**If any employee has to go home because of one of these requirements you MUST immediately report the information to Shannon Latulippe.** A simple screening questionnaire is attached to help make this as easy as possible. This document must be completed on a daily basis (before clocking in for the day) for everyone, signed and kept in a locked file on site. On Friday of each week, all collected documents must be emailed to Theresa Barlow. Once validation is received of Theresa's receipt, the original documents must be destroyed.

### **PATIENT DAILY SCREENING**

Effective immediately we must screen any patients that are calling to schedule an appointment or arrive in the facility to be seen. 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 internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan?
- 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 in the last 14 days?
- Question 3: Does the patient have any of the following symptoms:
  - Fever of 100.4 degrees or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.)
  - Cough (excluding chronic cough due to a known medical reason other than COVID-19)
  - Shortness of breath
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

## SOCIAL DISTANCING REQUIREMENTS

- All employees and patients must work at least 6 feet apart. If employees are working less than six feet apart, please move desks to follow this requirement.
- Do not share space or equipment. If this is not possible, employees must wash their hands before and after using the shared equipment. Clean and sanitize equipment between uses.
  - See attachment of W&F Infection Control Guidelines for cleaning and disinfection surfaces and linens.
- Please be sure to stay at least 6 feet apart when speaking with a patient at the counter.
- All chairs in the waiting area must be spaced 6 feet apart. Please remove extra chairs for the time being.
- If the facility is at capacity (lobby full based on the 6 feet requirement) offer patients an appointment or to wait outside until another party leaves the building.
- Using tape on the floor, please make "X" marks at 7 foot increments (allowing additional for a person) to show employees and patients how far they need to stand away from each other in the lobby and any other necessary areas in the facility.

## 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

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). 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.

[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)

## 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. Employee 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 both the guidelines listed above and Return to Work Practices and Restrictions.
- 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 of time (such as caring for or visiting the person: or sitting with 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)

**HCP in the *high- or medium-risk category*** should undergo active monitoring, including restriction from work in any healthcare setting until 14 days after their last exposure. If they develop any fever (measured temperature  $\geq 100.0^{\circ}\text{F}^*$  or subjective fever) OR symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat, myalgia, malaise) they should immediately self-isolate (separate themselves from others) and notify their local or state public health authority and healthcare facility promptly so that they can coordinate consultation and referral to a healthcare provider for further evaluation.

**HCP in the *low-risk* category** should perform self-monitoring with delegated supervision until 14 days after the last potential exposure. Asymptomatic HCP in this category are not restricted from work. They should check their temperature twice daily and remain alert for symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat, myalgia, malaise). They should ensure they are afebrile and asymptomatic before leaving home and reporting for work. If they do not have fever or symptoms consistent with COVID-19 they may report to work. If they develop fever (measured temperature  $\geq 100.4$  °F\* or subjective fever) OR symptoms consistent with COVID-19 they should immediately self-isolate (separate themselves from others) and notify their local or state public health authority or healthcare facility promptly so that they can coordinate consultation and referral to a healthcare provider for further evaluation.

Person “C”: Any employee who has been potentially COVID-19 introduced to person B, and doesn’t use any shared spaces or equipment with person A.

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

### **RETURN TO WORK PRACTICES AND WORK RESTRICTIONS**

After returning to work from a presumed or confirmed COVID-19 diagnosis, employees should:

- Wear a facemask for source control at all times while in the facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer. A facemask instead of a cloth face covering should be used for source control during this time period while in the facility.
- Be restricted from contact with severely immunocompromised patients (i.e. transplant, hematology- oncology) until 14 days after illness onset.
- Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen.

If COVID-19 had 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.

### **COMPANY-WIDE CONTACT RESOURCE**

In the event an employee requires guidance or concerns of their work environment due to COVID-19, contact Carolyn Wright, Safety Officer at [cawright@wright-filippis.com](mailto:cawright@wright-filippis.com) or 906-280-0448.