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## INTEROFFICE MEMO # 3547

TO: All Wright & Filippis  
FROM: Administration  
RE: Safety Plan and EO Updates  
DATE: May 20, 2020

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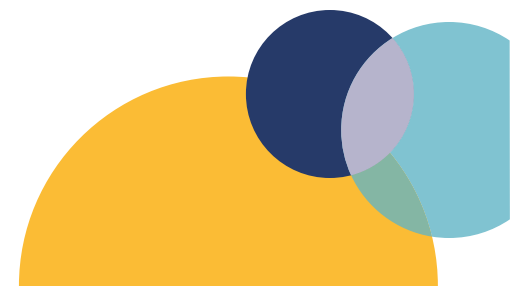
Although there has not been as many corporate updates as of recent, our teams continue to monitor and work through COVID-19 related issues daily and will always communicate with our entire workforce when there are changes or information relevant for documenting. We continually review updates to CDC, State & County recommendations, guidelines and orders. The information rapidly changes and does not always align with the same precautions or requirements depending on the level of government in which they were ordered. This sometimes leads to longer lead times to communicate and keep our policies and procedures consistent.

The Wright & Filippis leadership team continue to monitor the changes in business volume and the overall health of the company. We are happy to report we are seeing an increase in the volume of patients being seen in many of our facilities however we continue to be cautious with too much optimism as it is still too early to predict how long the COVID pandemic will impact us in the future based on many factors. Remember, at one point we were down to 40% of our normal volume when this pandemic started. All staff have done an excellent job keeping business moving forward and creating a healthy, safe environment for our patients and staff to report into each day.

There are several WF documents that have been updated based on new County and State orders, CDC changes, as well as OSHA guidelines. Please make sure that whether you work in a facility seeing patients or in a department in Rochester that the policies put in place are followed for everyone's protection and compliance. In the event you have a concern specific to COVID 19 in the work environment please reach out to Carolyn Wright, WF Safety Officer to discuss.

Explanation of all attachments are:

- **Oakland County Health Executive Order 2020-10**- This document needs to be printed and hung on the Entrance Doors for the following Buildings in Oakland County until further notice: Farmington Hills, Ferndale, Madison Heights, Novi and Rochester Hills



- **Washtenaw County EO 5-16 to 5-27-20-** This document needs to be printed and hung on the Ann Arbor Facility entrance door through 5-27-20
- **Oakland- Washtenaw County Employee Daily Screening-** This is the version of the employee screening questionnaire that going forward, effective immediately will be used for any employee reporting in to work within Ann Arbor, Farmington Hills, Ferndale, Madison Heights, Novi and Rochester Hills. The executive order for these counties have a list of different symptoms outside of the CDC.
- **Employee Daily Screening-** This is an updated version of the employee screening questionnaire that going forward, effective immediately will be used for any employee reporting in to work outside of the facilities mentioned above.
- **COVID 19 Wright & Filippis Safety Plan-** This is an updated version of the policy. The updates include:
  - the current list of CDC COVID 19 symptoms which also supports the latest versions of the employee daily screening questionnaire,
  - addition of verbiage to document that the employee daily screening questionnaires are confidential and a documented process for keeping them secured
  - additional guidelines for Hand washing
  - added specific temperature (100.4 F) as the baseline as recommended by CDC
  - Added the company wide contact resource for COVID work environment concerns
- **Infection control guidelines for COVID-19-** This document has been added as an attachment to the COVID 19 WF Safety Plan as well as being added to our universal Infection Control policy under Compliance. Makes sure that all facilities and departments have updated cleaning recommendations. Each facility and department has a cleaning log on their home page in Share Point that must be updated daily
- **Thermometer Instructions for Use-** This document has been added as an attachment to the COVID 19 WF Safety Plan as well as being added to our universal Infection Control Policy under Compliance. \*\*\*\*Wright & Filippis is waiting for delivery of our order of Infrared Digital Thermometers. They will be distributed as soon as they are all received. Further information and implementation of this Document will be provided at that time\*\*\*\*