



INSTITUTE FOR POPULATION HEALTH POLICY STATEMENT

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| Policy Number | CLN 4021 | Policy Effective Date | 6/01/2020 |
| File Name | COVID-19 Workplace Safety | Date Board Reviewed | 5/21/2020 |
| Manual Section | | Quality Committee Reviewed | |
| Attachments/Forms | | Internal Review | 5/21/2020 |
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Board Officer:


Jeffrey Hausman, Board Chair

POLICY:

For the safety and protection of Institute for Population Health, Inc. (IPH) employees due to increased community COVID-19 cases and in compliance with Executive Order 2020-92, IPH has developed this operations plan to mitigate the spread of COVID-19 virus while resuming in-person activities.

PROCEDURE:

The Institute for Population Health, Inc. Emergency Preparedness Team will be activated during the COVID-19 outbreak. Daily conference calls will include updates from the Governor's Office, state and local health department recommendations. IPH will implement these recommendations and notify the Board of Directors of any changes to the operations of the Institute for Population Health as a result of the COVID-19 outbreak. IPH will shift operations as the COVID-19 outbreak disease evolves. IPH will use these recommendations with the CDC's Interim infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19 in Healthcare Setting and OSHA Standards to design, modify, and implement this workplace safety strategy.

Key procedures for IPH clinic operations during in-person contact:

1. The Chief Operations Officer (COO) or designee in his absence, will be on site as the COVID-19 Supervisory staff. In that role, the COO will monitor, implement, and report on COVID activities.
2. The COO will schedule, record attendance of COVID-19 trainings to include: workplace infection control practices, proper use of Personnel Protective Equipment (PPE), Steps to take to notify IPH of any symptoms of COVID-19 virus, or a suspected or confirmed case of COVID-19 diagnosis, and how to report unsafe working conditions.
3. Upon arrival to the building, the entry door will be locked. A sign on the entrance door to call the Registration Desk. All staff and contractors will be screened and triaged for COVID-19 daily using the CDC COVID-19 Screening Tool for symptoms.
4. Everyone will be kept 6 feet apart with markings on the floor as a guide.
5. Everyone will be provided new N95 Mask, surgical mask and gowns weekly.
6. Everyone will wear a face mask (N95, surgical or cloth) at all times while on IPH premises.
7. Cleaning supplies and hand sanitizer is made available to all employees and contractors upon entry.

8. High touch areas, clinic rooms will have deep cleaning daily.
9. Examination rooms will be deep cleaned immediately after patients having with respiratory symptoms and will be cleaned between all patients.
10. In business related state and out of state travel is restricted until further notice.
11. All patients will be instructed to stay 6 feet apart in the waiting room. Only three (3) patients are allowed in the waiting area any time. Others will be instructed to wait in their vehicles and called when space is available.
12. Patients will wash their hands before entering the waiting room. Tissue, alcohol-based hand sanitizer and face coverings will be made available for patients in the waiting room with trash receptacles.
13. All patients will be required to wear a face covering in the clinic, except when necessary for identification or to facilitate an examination or procedure.
14. Visual alerts such as signs and posters at entrances and in waiting area with instructions on hand washing, respiratory hygiene, and cough etiquette.
15. IPH will implement contactless sign-in as soon as practicable.
16. IPH will make special hours for patients highly vulnerable to COVID-19, including the elderly and those with chronic conditions.
17. IPH will establish a screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
18. If symptomatic, patients will be given instruction to return to their vehicle. Staff wearing a mask will go to the car and test the patient for COVID-19. IPH will provide the Coronavirus Community Care Network, *Next Steps After Testing Instructions*.
19. Protective Barrier has been installed at the reception desk to act as a shield between the staff and patients to prevent community transmission of COVID-19.
20. IPH will limit the number of appointments in order to maintain social distancing and allow adequate time between appointments for cleaning.

Confirmed Cases of COVID-19 at Clinic

1. When an employee has been identified with a confirmed case of COVID-19, within 24 hours, IPH must notify the local public health department and any coworkers, contractors, or suppliers who may have had contact with the employee.
2. IPH will allow employees with a confirmed or suspected case of COVID-19 to return to work only when they are no longer contagious, according to the CDC guidelines.
3. IPH will not discharge, discipline or otherwise retaliate against employees who stay home or leave work when they are at particular risk for infecting others with COVID-19.
4. IPH will establish a response plan for dealing with confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.

Promote Telehealth Services during the COVID-19 Outbreak

1. Promote increase use of Telehealth for home visiting staff according to the Medicaid Guidance and MIHP Bulletin during the COVID-19 pandemic. No face to face encounters for the home visiting staff during the COVID-19 outbreak.
2. Promote increase use of Telemedicine for Clinic patients. Designate a Provider to be trained on telemedicine and use of the telemedicine equipment using the MicroMD Medpod system. Telemedicine will be used for established patients. New patients will need an appointment for a face to face visit as soon as safety measures are allowed and

- if no symptoms of COVID-19 are present at the time of the appointment.
3. Implement Broadcast messages to patients regarding COVID-19 using the Luma health software. Send message regarding the COVID-19 outbreak, instructions for making an appointment for telemedicine services and rescheduling appointments. Use Broadcast Luma Health for patient education (e.g. specific clinic services that are still being offered and screen patients for symptoms).
 4. Follow all HIPAA policies to while implementing any telehealth service delivery model.
 5. Schedule patient for telemedicine services via Luma Health Broadcast system and designate an employee to track patient response to broadcast messages.

Reference: CDC Outpatient and Ambulatory Care Setting: Responding to Community Transmission of COVID-19 in the United States (March 5, 2020). www.edc.gov/coronavirus/2019-ncov/hcp/ambulatory-care-setting.html.

Michigan Governor Executive Order 2020-92
OSHA 3990 COVID Workplace Guidelines 2020

Revised: March 13, 2020, 5/20/2020