|  |  |
| --- | --- |
| Department Name: Risk and Compliance/Environment of Health and Safety | |
| Procedure Name: KC CARE Employee COVID 19 Return to Daily Work Safety Plan | |
| Effective Date: 06/10/2020 | Revised Date(s): 06/26/2020 |

**Purpose:** The purpose of this procedure is to outline guidelines and expectations to minimize exposure and spread of viruses in the Health Center

**Definitions:** NA

**Guidelines:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Health Center Return to Work Safety Plan** | | |
| **Staff/Volunteer Screening Plan** | Upon entry to the Health Center at all sites, all staff and volunteers will have their temperature taken and documented per clinical workflow, they will be asked about any symptoms and/or recent possible exposure. Any temperature above 100.4 or stating has flu like/ respiratory symptoms will be offered to be tested and sent home. | | |
| **Patient/Clients/Visitor Screening Plan:** | Primary Care, Behavioral Health, Dental, and other Specialty Clinics:  Pre-arrival phone screenings by Schedulers, CM, Peers, CHW’s and Clinical staff– questions will be asked about if they have or have had a temperature and/ or flu like/ respiratory symptom/exposure in the past 48 hours.  Upon arrival to the Health Center– screeners will take the patients temperature and document in EHR, the patient will be asked about any flu like/respiratory symptoms and/or recent possible exposure. | | |
| **Staff /Volunteer Mask:** | All staff are required to mask while in the Health Center, unless you are in a one-person office or a cubicle. Once the employee leaves the office or cubicle, they must be wearing a mask.  Cloth masks may be worn in non-patient care areas  Appropriate masks are required in all patient-care areas (ambulatory clinics and dental clinics)  If the employee states they cannot wear a mask continuously, they must have a Physicians note indicating the rationale for not being able to wear the mask continuously. The employee will develop a safety plan with their Supervisor. The employee must wear a mask when leaving their work area (cubicle). | | |
| **Patients//Clients/Visitors Mask:** | All people entering healthcare facility are required to wear a barrier mask:  Cloth masks are acceptable  If patient presents without a mask, a mask will be provided by the screeners | | |
| **Social Distancing (SD):** | All staff/volunteers will be 6 feet apart whenever possible, in addition to wearing a mask. All staff/ volunteers are to remind patients and visitors to maintain social distancing while in the Health Center. | | |
| **Non-Patient Facing Staff Workstation plan** | Each Department Supervisor will be advised of the phase 2 plan and phase 3 plan for staggering staff workstations (which can/cannot be used) to achieve appropriate social distancing. This may be accomplished by rotating staff days that sit in the same area with a 4 day on and 10 day off schedule. Group A staff scheduled to work that week will work Monday through Thursday on site, and Friday off site. The following week group B will work Monday through Thursday onsite, and Friday remotely. | | |
| **Break and Lunch Areas** | All breaks and lunch will be staggered to maintain social distancing if using the breakrooms:  No more than 3 in the breakroom at Midtown at a time, conference rooms A and D may also be used as break rooms.  No more than two in the break room at NE and HRH  No more than one staff in the break room at Research at a time. Staff may use the open area in suite 318.  Staff may eat at their cubicles when they are alone. | | |
| **Strategies for Health Center Community Areas** | Staff and Volunteers using hand sanitizing containers on the wall when entering other floors and work areas  Have hand sanitizers at each workstation  Bathrooms with more than 1 stall: no more than two staff at a time  Conference rooms: must maintain social distancing of 6 feet  Elevators (varying from 2-3-person max.) | | |
| **Waiting Room Management** | Front desk: plexiglass barrier  Waiting room: All patients must be wearing a mask  Signage posted: social distancing of 6 feet apart floor signs, entry signs explaining s/s of illness and need to wear mask while at the Health Center  Hand Sanitizer and Kleenex available in waiting room  Chairs in waiting area spaced apart | | |
| **Cleaning Individual Workspaces** | **Who**: Staff/Volunteer assigned to the work area that daywill clean their workstation  **How often:** Staff/Volunteers will clean their work area at the start and end of shift, and as needed.  **Product**: The employee/volunteer will use the approved disinfectant that is supplied by Facilities upon request. | | |
| **Cleaning Patient Care Areas** | **Who**: Staff/Volunteer assigned to the clinic area that day  **How often:** Staff/Volunteers who room the patient will clean the patient room at the start of the shift, after each patient appointment, and at the end of the day. Front desk will clean the registration desk at beginning of day, several times throughout the day, and at the end of the day.  **Product**: The employee/volunteer will use the approved disinfectant that is supplied by Facilities upon request. | | |
| **Cleaning plan for Mobile Staff** | **Who**: Staff/Volunteer assigned to the mobile unit that day  **How often:** Staff/Volunteers will clean the patient room at the start of the shift, after each patient appointment, and at the end of the day  **Product**: The employee/volunteer will use the approved disinfectant that is supplied by Facilities. | | |
| **Standard Precautions for all Patient/Client Care Activities**: *1) Perform proper hand hygiene practices, 2) Use appropriate personal protective equipment, 3) Clean and disinfect patient care equipment and exam rooms between appointments, 4) Handle sharps and needles safely, 5) Maintain respiratory etiquette at all times.* | | | |
| **During All Patient Care**  Applicable to All Front-Line Health Care Workers, Volunteers, Visitors, and Patients | | **Patient Care for Patients Suspected or Positive for COVID 19 in Respiratory Clinic** | **During Aerosol Generating Procedures on Patients being tested for, suspected of, or positive for COVID 19.** |
| PPE Required:  Surgical/Ear Mask  Cloth masks may be worn by patients/visitors  Gloves | | PPE Required:  N95 Mask  Face Shield  Gown  Gloves | PPE Required:  N95 Mask  Face Shield  Gown  Gloves |

I understand and agree that I have read, understand, and will comply with the requirements within the HC Work Safety Plan. I understand my responsibility to abide by guidelines contained therein, and that my continued employment is contingent on following those guidelines. I understand these guidelines may changes as pandemic conditions change.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monitoring:** The Chief Compliance Officer and Chief Clinical officer will monitor compliance in the Health Center through visual monitoring.

**References:** https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html