

# Merrillwood Pediatrics Covid 19 Plan

## Potential Sources of Spread of Covid 19 Infection

- Patients and their caregivers
- Co workers
- Vendors and sales representatives
- Delivery people

## Medium Exposure Risk Category

### Coordinator: Dr. Leanne Wisniewski

Monitor daily updates from CDC, AAP, the State of Michigan and Beaumont Hospital  
Webinars provided by local law office to help navigate State laws and regulations  
Meet with office managers and Dr. Peltz as often as possible to review day to day management  
Address questions from employees as needed

## Responsibilities

### -supervisors and managers

- coordinate scheduling to limit exposure
- oversee employee health concerns
- manage office operations on day to day basis

### -employees

- control and prevention guidance for patients and co workers
- hand hygiene
- respiratory etiquette-covering cough or sneezes
- social distancing, staggered schedules
- educate employees on symptoms and exposure risks
  - if employees develop symptoms or have been in close contact with someone with symptoms they should
    - not come to work
    - report symptoms to supervisor as soon as possible
    - the office will work to identify and notify any other employees or individuals who may have been exposed.

## Worksite Prevention Measures

- 1) Educate employees on protective behaviors and provide necessary tools for these behaviors. Hand hygiene, no touch receptacles, avoid sharing food and utensils, avoid sharing telephones or work equipment such as thermometers.
- 2) Develop protocol for social distancing - minimize ride sharing, PPE, mark areas with tape
- 3) Ensure all employees have the proper personal protective equipment, face mask, gown, gloves, eye shield or goggles. Request employees stay in PPE during their shift. Train them in the proper removal of PPE after possible contamination.
- 4) Perform daily routine environmental cleaning and disinfection
  - Front office- wipe down computers/keyboards/mouse, drawer handles, pens, phone, counter tops, sliding windows, hand sanitizer dispensers and chair armrests
  - Patient rooms- in between patients
    - wipe down exam table, door knobs, light switch, chair, scale, flags, dispensers, podium, drawers, pens, cabinet handles.
  - after rooming patients
    - wipe down computer. Thermometer, tape measure, measuring mat, stethoscope, blood pressure cuff and ~~abc~~ kit
  - at the end of the day
    - close rooms by wiping down all room surfaces
    - mop floors with bleach/water solution
    - wipe down patient waiting rooms including chairs and door knobs
    - mop waiting room floors with bleach/water solution
    - wipe down all lab surfaces, machinery, faucet and doors/handles
    - mop lab floor with water/bleach solution
    - wipe all bathroom surfaces with disposable Cavi wipe and discard.
    - mop bathroom floor with bleach/water solution
- 5) Restrict employees from worksite if they display signs or symptoms of Covid 19 infection by taking daily temperature and signs and symptoms daily checklist.
- 6) If an employee shows symptoms of Covid 19 infection such as fever, cough or difficulty breathing,
  - 1) isolate them immediately into a room with a closed door
  - 2) Place a face mask on the person
  - 3) Remove the individual from the workplace as quickly as possible
  - 4) Disinfect any areas of exposure and keep door closed for several hours.
- 7) Actively encourage sick employees to stay at home and instruct them on how to report symptoms.
- 8) Actively encourage employees to stay home if they have had contact with Covid 19. employee must self quarantine for 14 days from date of exposure to Covid 19.
- 9) Develop protocol to follow if employee is Covid 19 positive
- 10) Ensure that sick leave policies are flexible and consistent with public health guidelines.
- 11) Implement a protocol to return to work- employee must be fever free for 72 hours and at least 7 days beyond the onset of symptoms. A return to work note is not required from a doctor.
- 12) Evaluate options for employees at higher risk for serious illness due to Covid 19- plan for these employees to go on permanent furlough until the outbreak subsides. Offer Paid Sick Leave and MPMLA for these individuals .
- 13) Plan to monitor and respond to absenteeism with cross training of employees to use during a shortage of employees.
- 14) Remind employees of resources that are available.

## **Minimize Exposure to Patients and Customers**

Evaluate what business practices are needed to maintain critical operations. Follow Federal regulations, State of Michigan and American Academy of Pediatrics guidelines in order to maintain an operational status.

Develop a protocol for social distancing. Limit the number of employees needed for operation.

Post information on reducing the spread of Covid 19 in the entry way and in waiting rooms and exam rooms or bathrooms.

Offer all patients and caregivers a mask if they are not already wearing one. (supply dependent)

Screen all patients and caregivers on the phone when scheduling or confirming appointments and also upon entrance to the office. If caregiver or patient has experienced any symptoms of Covid 19 or had any recent exposure, reschedule appointment for a later date. Offer a telemedicine visit to address current signs and symptoms.

Take temperature and offer a mask for all entering the facility.

Patients should be seen in the office to receive appropriate well visits and required vaccinations. All non essential visits will be rescheduled for a later date.