



## **COVID Safety Guidelines for Practices and Administration**

### **1. Employee Health Screening:**

- a. All Unity practices and administration are required to perform healthcare screenings of all employees and owners, minimally consisting of:
  - i. Verify each person's temperature is < 100 degrees prior to entering any Unity facility
  - ii. Any person with a temperature of 100 or > at any time will be sent home
  - iii. Question about any known or potential COVID-19 exposure (direct known exposure or exposure via travel to a "hot spot" area with high incidence of COVID-19);
  - iv. If any person affirmatively answers a screening question, ensure the person is masked, isolate the person within the practice/administration to the extent possible while contacting Administration (currently Margie Crooks) to begin the risk assessment process.

### **2. Enhanced Cleaning:**

- a. All Unity practices and administration will have enhanced cleaning and disinfecting protocols in the workplace:
  - i. This will include frequent cleaning and disinfecting of work areas and bathrooms. The recommendation is at least every two (2) hours to clean high touch areas (i.e. doorknobs, door handles, railings, microwave & refrigerator handles, registration counters, lobby chairs) **or** more frequently as needed with obvious contamination.
  - ii. Hand sanitizer and soap will be readily available for employees, visitors, and patients.
- b. Reinforce key messages to all employees regularly
  - i. Stay home when sick.
  - ii. Cover coughs and sneezes (into sleeve or elbow, not hands).
  - iii. When washing hands – wash hands for at least 20 seconds as frequently as possible.
- c. Do not touch any other person except during a medical exam (e.g. no shaking hands).
- d. Place signs on RO Water System illustrating proper dispensing methods.
- e. Currently, we are not restricting common food storage. However, please take care to not cross-contaminate foods (i.e. keep in enclosed containers).

### **3. Social Distancing:**

- a. All Unity practices and administration will comply with social distancing requirements established by the CDC, ISDH, & TCHD:
  - i. Maintain 6-foot social distancing when possible.
  - ii. **All staff** should wear face masks while in Unity facilities.
  - iii. Staff should be at least 6 feet apart in break (eating) areas.
  - iv. Waiting Rooms should be arranged to enforce 6-foot distancing.
  - v. Put signs on chairs to assist with this, or
  - vi. Turn every other chair around making it unavailable for seating.
  - vii. Use tape to mark where patients should stand for registration
  - viii. Whenever possible, maintain an impermeable barrier between check-in staff and patients (e.g. have a sneeze guard in place for those at registration desk, open reception window only to the extent necessary to transaction business; wash hands after each patient encounter)
- b. Place signage in key areas communicating guidelines about masks, social distancing, hygiene practices, etc.