

# Riverview Health Continuation of Operations During COVID-19 Safety Plan



On May 1, 2020, Governor Holcomb issued an executive order setting forth a schedule for a phased reopening of Indiana's economy in light of the COVID-19 pandemic. The order requires all employers wishing to continue operations or reopen to implement a safety plan by Monday, May 11. The plan must be publicly posted and provided to each employee.

The purpose of the plan is to ensure a safe environment at Riverview Health inpatient, outpatient and business office locations.

The following are processes and protocols Riverview Health has put into place over the last several weeks—and will continue to practice—to positively impact the safety of our employees, patients and approved visitors. Riverview Health will continue to modify its practices and communicate any changes as directed or advised by the CDC, Indiana State Government or other regulatory agencies.

## **Health Screening Processes:**

1. Employees are encouraged to conduct daily health assessments by monitoring for fever or other signs and symptoms of illness.
  - a. Employees who exhibit fever (temperature greater than 99.5 degrees Fahrenheit), vomiting/nausea, or diarrhea must remain home until symptoms have ceased for a minimum of 72 hours without the use of medications.
  - b. Employees must contact their department using appropriate call-off procedure requirements and provide a reason for the absence so that Employee Health can be informed for further follow-up and tracking.
2. Employees who have been in close contact with a known or suspected case of coronavirus (COVID-19) must notify their department leadership team—using their designated contact information—as well as Employee Health by calling 317.565.0480. Employee Health will follow up and provide further direction.
3. Employees who are planning on traveling within the United States must notify their department management prior to departure and upon return if they become sick or are in contact with a known case of COVID-19.

Employees:

  - a. May return to work on their next scheduled shift unless they are sick or have been in close contact with a known case of COVID-19.
  - b. Must complete the **14-Day Health Monitoring Form** located on Bridge and report any signs or symptoms to WorkMed/Employee Health.
  - c. Should plan on using additional paid time off to cover a minimum of 10-calendar days upon returning home and/or upon the onset of symptoms such as cough, fever, vomiting/nausea, etc.

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4. Employees who are planning on traveling internationally must notify their department management prior to departure and upon return if they become sick or are in contact with a known case of COVID-19.

Employees:

- a. Must complete the Riverview Health Employee Travel Screening **questionnaire** located on Bridge and report any signs or symptoms to WorkMed/Employee Health.
  - b. Must use the **14-Day Health Monitoring Form** located on Bridge to assess and report any signs or symptoms to WorkMed/Employee Health.
  - c. May be asked to self-isolate for 14 days upon return, in compliance with CDC guidelines. In this instance, employees will be required to use their own bank of paid time off and plan on following CDC guidance.
5. IgG antibody testing was implemented on May 5, 2020. This is a voluntary blood test that will provide a baseline screening assessment of the presence of COVID-19 antibodies in our employee population.
  6. COVID-19 testing is provided to employees exhibiting signs and symptoms consistent with the virus. Health monitoring and clearance to return to work are provided by WorkMed/Employee Health.
  7. Employees who have expressed exposure concerns related to their age, health condition or the health of a family member have been provided with accommodations up to and including leave of absence in accordance with Riverview Health policies and procedures.

## **Enhanced Cleaning and Disinfecting Protocols**

- Environmental Services staff have increased the frequency of cleaning.
- Cleaning products have been evaluated to ensure effectiveness against SARs-CoV. Current CDC approved products include: Oxivir wipes, Clorox Germicidal Bleach wipes and Clorox (Healthcare) Bleach Germicidal cleaner.
- Wipes and cleaning agents are available for staff to use on high-touch surfaces.
- Staff in both patient- and non-patient care areas are instructed to frequently wipe down surfaces (flat surfaces, door handles, office equipment, etc.) in offices, waiting and other common areas.

## **Hand and Personal Hygiene Practices**

- Hand hygiene is monitored on a regular basis throughout the organization as part of our ongoing efforts to minimize infection and provide safe, exceptional patient care. Hand hygiene education is provided for all employees upon hire and during annual mandatory education for all staff.

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- Hand sanitizer is available in every patient room and hand hygiene for staff and visitors is frequently encouraged.
- Public and patient restrooms throughout all facilities are stocked with soap and disposable paper towels.
- Patient care areas are provided with the appropriate type and quantity of personal protective equipment in accordance with CDC guidelines.

## **CDC Social Distancing Requirement Compliance Measures**

All Riverview Health locations:

- Have markers placed on the floor in high-traffic areas to assist in visualizing appropriate social geographic distancing.
- All who enter Riverview Health buildings, including staff, are required to wear a mask.
- Common waiting areas and furniture are cleaned frequently during open office hours, and furniture has been spaced to minimize contact for those patients who use these common areas.
- Employees with job responsibilities that would allow them to work remotely, while meeting productivity and in compliance with remote work requirements, are provided the opportunity to continue that practice, until further notice, with the approval of their executive leader.

Physician practices have implemented additional protocols as follows:

- Patients will call the office from the parking lot upon arrival, register over the phone, then wait in their car until the provider is ready to see them.
- When the provider is ready, office staff calls the patient to come into the office.
- When the patient enters, the patient is guided directly to the exam room.
- The exam, lab draws and scheduling of follow-up appointments take place in the exam room.
- Patients are kept separate.
- At risk, non-symptomatic patients are scheduled with morning appointments, while patients with respiratory symptoms are seen in the afternoon.
- Rooms are thoroughly cleaned between all patients.

Employees who have questions or concerns should contact their department leader to discuss and/or seek clarification. We welcome suggestions on other processes, protocols, equipment or communications that would enhance our response to ensure the safety and well-being of our employees, partners, patients and visitors.