

Upper Cervical Spine Centers of Michigan

COVID-19 Preparedness and Response Plan

This Preparedness and Response Plan has been created by Upper Cervical Spine Centers of Michigan to decrease the risk of contracting and/or spreading coronavirus and/or COVID-19 during the 2020 pandemic. We intend to take every measure possible to ensure the safety of our doctors, staff, patients, and community. It has been developed consistent with guidelines recommended by the Occupational Health and Safety Administration in their Guidance on Preparing Workplaces for COVID-19, as well as State of Michigan Executive Order 2020-91, Safeguards to Protect Michigan’s Workers from COVID-19.

The OSHA document is available online here:
<https://www.osha.gov/Publications/OSHA3990.pdf>.

Executive Order 2020-91 is available online here:
https://content.govdelivery.com/attachments/MIEOG/2020/05/18/file_attachments/1453892/EO%202020-91.pdf.

This plan is readily available to employee and patients via [website, internal network, or by hard copy].

Safety/Prevention Measures

- [POSITION (DC/OFFICE MANAGER/ETC.) [NAME] has been designated to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site.
- Our clinic has informed all staff on the wide range of possible COVID-19 symptoms. The most frequent symptoms are fever, cough, and shortness of breath, but they are not the only ones. The following symptoms may appear **2-14 days after exposure to coronavirus:**
 - ✓ Fever
 - ✓ Cough
 - ✓ Shortness of breath or difficulty breathing
 - ✓ Chills
 - ✓ Repeated shaking with chills
 - ✓ Muscle pain
 - ✓ Headache
 - ✓ Sore throat
 - ✓ New loss of taste or smell

Our clinic also suggests an individual seek immediate medical attention if they experience trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, and/or bluish lips or face.

- Our clinic requires doctors and staff to familiarize themselves with the following resources:
 - The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention's (CDC) latest information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.
 - CDC: How COVID-19 Spreads (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)
 - Interim Clinical Guidance for Management of Patients with Confirmed Coronavirus Disease (COVID-19) (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html>)
 - Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Finfection-control%2Findex.html
- Our clinic is ensuring that providers, staff, patients, and other public visitors have access to non-medical grade face coverings while in enclosed places. Staff has been trained on the proper use of personal protective equipment. When employees cannot consistently maintain six feet of separation from other individuals in the workplace, they will be required to wear face coverings. For more information on the use of cloth face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Our clinic has created and implemented a “social distancing” plan for providers, employees, and patients, keeping people at least six (6) feet apart from each other, as much as possible. This plan includes the use of signs, contact barriers, entrance limits, and specialized hours, as much as possible.
- Our clinic emphasizes good hand hygiene and respiratory etiquette protocols, including covering coughs and sneezes, for all employees and patients. See CDC Hand Hygiene in Healthcare Settings: <https://www.cdc.gov/handhygiene/>. See also CDC Coughing and Sneezing: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html.
- Our clinic has implemented a daily screening program for employees and asks all staff to self-monitor and stay home if sick. If symptoms develop while at work, employees will be sent home. This clinic requires employees to report symptoms to the COVID-19 supervisor as soon as the possibly can. A symptomatic employee's work station will be closed off from other employees until it can be properly deep cleaned. The clinic will keep a log of symptomatic employees. See also State of Michigan *Guidance for Healthcare Worker Self-Monitoring and Work Restriction In the Presence of Sustained Community Transmission of Coronavirus Disease 2019 (COVID-19)*:

https://www.michigan.gov/documents/coronavirus/Interim_HCP_Guidance_03.21.2020_684474_7.pdf.

- If an employee experiences any symptoms of COVID-19, or has a suspected or confirmed diagnosis of COVID-19, they must immediately inform their direct supervisor.
- If an employee feels the need to report unsafe working conditions, they can do so to their direct superior.
- Our clinic follows Executive Order 2020-36, and any related executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- In the event of a positive COVID-19 case in the workplace, our clinic will adopt protocols to clean and disinfect the facility consistent with this Plan and guidance from OSHA, the CDC, and the State of Michigan.
- If an employee is identified as a confirmed case of COVID-19, within 24 hours our clinic will notify both:
 - The [NAME OF LOCAL HEALTH DEPARTMENT]. Website: www.XXXXXXX.XXX.
 - Any co-workers, contractors, or suppliers who may have come into contact with the employee with a confirmed case of COVID-19.
- Our clinic urges employees to maintain safe practices outside of the office
- Our clinic is working to reduce office risk by utilizing telehealth options when and where possible.
- Our clinic has instructed staff to examine each day's patient roster to determine which patients coming in are at high risk of adverse outcomes from COVID-19, including older adults and people of any age who have serious underlying medical conditions (if known), including:
 - Asthma
 - Chronic Lung Disease
 - Diabetes
 - Serious Heart Conditions
 - Chronic Kidney Disease w/ Dialysis
 - Severe obesity
 - People aged 65 years and older
 - Immunocompromised
 - Liver disease
 - Nursing Home / Long-Term Care
- Our clinic has also instructed doctors and staff that all patients should also be screened for: Fever, cough, shortness of breath, nasal/sinus congestion or runny nose, sore throat, body aches, and/or diarrhea
- Our clinic is recommending that all patients be screened to determine if there has been close contact in the last 14 days with someone with a diagnosis of COVID-19, or with someone who has travelled internationally or outside Michigan
- Our clinic requires patients who answer "yes" to these screening questions to be excluded for at least 72 hours (without the use of medicine to reduce fever) and to have

shown improved symptoms, had no other symptoms, and at least seven (7) days have passed since the symptoms first occurred.

- Our clinic advises all doctors to review CDC Screening and Triage at Intake: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/dialysis/screening.html>. Our clinic also uses the Patient Protocol & Re-exam Checklist below.
- Our clinic has required that signs be posted at office entrances and in waiting areas about prevention actions, and that staff follow all required county or local government orders.
- Our clinic has removed all communal objects (toys, reading material, etc.) from waiting rooms (or clean/disinfect them regularly).
- Our clinic has placed chairs six (6) or more feet apart whenever possible, use visible tape to mark where each chair should be if moved for cleaning, etc.
- Our clinic has placed visible tape six (6) feet from the front desk / check-in area, and then another strip of tape six (6) feet behind the first (if possible).
- Our clinic provides supplies such as tissues, alcohol-based hand sanitizer, soap at sinks, and trash receptacles, where appropriate.
- Our clinic provides a place to wash hands or use alcohol-based hand sanitizer containing greater than 60% ethanol or 70% isopropanol.
- Our clinic wipes down all surfaces providers, staff, and patients may touch using Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus. We are sure to follow the manufacturer's instructions for use of all cleaning and disinfection products.
- Our clinic suggests patients wait in their cars to minimize time in the clinic (if possible)
- Our clinic requires symptomatic patients be referred to their primary care physician (when appropriate).
- Our clinic limits non-patient visitors as much as possible.

After Patient Leaves

- Our clinic cleans frequently touched surfaces using EPA-approved cleaning chemicals with label claims against the coronavirus, being sure to follow the manufacturer's instructions for use of all cleaning and disinfection products, as well as guidelines from the EPA found here: <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>.

Complete Care

Patient Protocol & Re-exam Checklist
 Please Scan Document Into Patient Chart
 Doctors Please Sign Below



Patient Name	DATE
Patient Temperature Upon Arrival _____ deg F	REEXAM QUESTIONS
Patient Pre Screening Questions: <u>Question #1</u> Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis within the past 14 days? YES NO <u>Question #2</u> Are you a first responder, healthcare worker or employee of an adult care facility? YES NO <u>Question #3</u> Are you experiencing fever or have experienced fever last 48hours? YES NO <u>Question #4</u> Do you have shortness of breath? YES NO <u>Question #5</u> Are you coughing (more than normal)? YES NO <u>Question #6</u> Do you have a sore throat? YES NO <u>Question #7</u> Have you lost any sense of taste or smell? YES NO <u>Question #8</u> Do you have muscles aches, fatigue or diarrhea? YES NO <u>Question #9</u> Have you been diagnosed <u>in</u> since March with COVID-19? YES NO Have you been tested for COVID-19 antibodies? YES NO	<u>Question #1</u> Chief Complaint? Secondary Complaints? <u>Question #2</u> What Is your current pain scale? VAS 1/10 What have you done to remedy this pain at home? Have you found yourself utilizing the following to manage your pain or mental health? NSAIDS/OTC meds? YES NO Prescription meds? YES NO Alcohol Consumption YES NO What else have you done to help your pain? (ice, heat, foam roller, walks, exercise etc) Have you sought care from your primary care physician? YES NO What are your goals today? Doctor Signature _____

Suggested Informational Posters

Please read before entering.

IF YOU HAVE

- Fever** (Illustration of a person with a fever)
- Cough** (Illustration of a person coughing into a tissue)
- Shortness of breath** (Illustration of a person with shortness of breath)

 **Please call our office before coming inside.**
Clinic Phone # _____

The clinic staff may ask you to wear a mask or use tissues to cover your cough.

Thank you for helping us keep our patients and staff safe.

 **For more information: www.cdc.gov/COVID19**

CS 371588A-01 05/12/2020

Outdoor Sign: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Please-Read.pdf>

**If you have these symptoms,
please see the front desk immediately.**

Patients with COVID-19 may have these symptoms:



**We may ask you to wear a mask or use tissues to cover your cough,
and offer you a separate space to wait.**

Thank you for helping us protect other patients and staff.



370894 March 11, 2020 12:00 PM

For more information: [cdc.gov/COVID19](https://www.cdc.gov/COVID19)

Indoor Sign: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Symptoms.pdf>

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Patient Handout With Tips for Home Care: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>