



COVID-19 Preparedness & Response Plan

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COVID-19 Preparedness and Response Plan for Seattle Foot & Ankle Center Updated on 01/17/22

The health and safety of **Seattle Foot & Ankle Center**'s employees and patients during the COVID-19 global pandemic is our highest priority. We are deeply committed to providing a safe and healthy treatment environment for all our patients, employees, and their families. Consequently, we are addressing the unique problems posed by COVID-19 by implementing a Preparedness and Response Plan that will remain in place until the Centers for Disease Control and Prevention (CDC) determines that the COVID-19 threat has subsided.

All employees of **Seattle Foot & Ankle Center** are responsible for implementing our Preparedness and Response Plan. All employees will receive copies of the Preparedness and Response Plan, associated documents, and will undergo training. Patients are also responsible for following our new safety guidelines and will be educated by our employees on the precautions we are taking. Our goal is to take all reasonable measures to mitigate the potential for transmission of COVID-19 in our facility.

Our COVID-19 Preparedness and Response Plan aligns with Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, and World Health Organization recommendations to the greatest extent possible.

It addresses:

- hygiene and respiratory etiquette;
- administrative controls for social distancing;
- patient and employee controls and protections for check-in and treatment;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to all employees;
- management and supervision necessary to ensure effective implementation of our safety policy

Seattle Foot & Ankle Center understands that COVID-19 regulations are evolving and state and local legislation and orders may also include additional requirements not yet included in the Plan. Regulation will be monitored and the Preparedness Plan may be updated periodically. Employees will be immediately advised of all changes to the Plan.

We have assessed our practice and are taking the following specific measures as part of our Preparedness and Response Plan, which may be subject to change as the pandemic progresses. This checklist below is intended to be advisory in nature to help inform **Seattle Foot & Ankle Center**'s patients and employees.

FOR PATIENTS:

Welcome Back Communication

- Welcome Back Reassurance Letter and/or email has been sent to patients which include changes that will be in effect with regards to certain changes included in this COVID-19 Preparedness and Response Plan.

Pre-Appointment Communication

- Patient/guardian is contacted prior to their appointment and asked the Patient Screening Form questions.
- If a voicemail or text message was sent, the patient is asked to call the office before the appointment for the preliminary screening.
- Patients/guardians are reminded to limit non-patient visitors to only essential people during the office visit.
- Patients asked to wait in their car, if reasonable, and will receive a call or text when they should enter the practice.

Physical Office Safeguards

- Hand sanitizing station containing at least 60% alcohol with note to use before entry.
- Staff placed at the entrance to ask patients about their symptoms.
- Patient's temperature checked.
- Patient Screening Form completed.
- Symptomatic patients provided with tissues or facemasks to cover mouth and nose.
- Tissues with trash cans provided around the waiting area.
- Wipes or cleaning materials provided for pens, clipboards, counter, phone, keyboards, or anything with high touch rates.
- Sick patients with symptoms are separated in a private room or sent home.
- Separate spaces in waiting areas for sick and well patients have been designated.
- Chairs are 6 feet apart/ or barriers are installed if necessary.
- Signs posted emphasizing proper hand hygiene and cough etiquette.
- All toys, reading materials, remotes, etc. are cleaned regularly or have been removed.
- All touchable surfaces, including tables, chair arms, doorknobs, light switches, or anything else people can touch are cleaned with approved surface cleaner on a regular basis.

Office Procedural Safeguards

- A mask and face shield are provided to anyone who accompanies the patient.
- N95 respirator put on before entering the room (or other respirators that provide greater protection and improve worker comfort).
- Keyboards are covered with disposable barrier (e.g. plastic wrap) and changed between patients.
- Paperwork is limited in treatment room as much as possible or use plastic sleeves to protect surfaces.
- Access to room is limited as much as possible, including staff.
- No hand shaking or physical contact.
- Hands washed and gloved in room.
- Health history is reviewed and confirmation received that screening questions were asked.

Post-Appointment Safeguards

- Contactless payment is available.
- Patients are reminded to report any symptoms or immediate contact within the next 14 days.
- At-home care instructions are provided to patients with respiratory symptoms.

- Telehealth options for follow up are available.
- Health department or other applicable authorities are notified of patients with COVID-19 symptoms.
- Wait 15 minutes after patients leave, then clean frequently touched surfaces (counters, beds, seating) using EPA-registered disinfectants.
- Gloves, mask and face shield or goggles are worn while cleaning the room.
- Surface barriers after disposed of and replaced after each patient.

FOR EMPLOYEES:

Planning and Communication

- Infectious Disease Preparedness and Response Plan has been developed.
- Local and federal guidance for best practices and items for employers are regularly monitored and implemented.
- Basic Infection Prevention Measures are prepared to be implemented.
- Staff education about COVID-19 infection control is provided and policies updated as required.
- Telemedicine appointments have been considered and implemented.
- Regular communication is provided to staff on steps the practice is taking to ensure safety.

Workplace Safeguards

- Sick employees are required to stay home.
- All workstations, accessible offices, and common areas – including break/lunch area, restrooms, waiting rooms, team meeting rooms, etc. are cleaned and disinfected on a regular schedule.
- Employees are discouraged from using other workers' phones, desks, or other work tools and equipment.
- Employees are trained and encouraged to report any safety concerns.
- Workstations are spaced six feet apart for social distancing.
- High-efficiency air filters are installed.
- Ventilation rates in the work environment have been increased.
- Physical barriers, such as clear plastic sneeze guards, are installed.
- An N95 respirator masks or other face covering are provided and worn.
- Individual phone headsets are provided for each employee.
- Proper hand hygiene is enforced and visible signage posted in all restrooms or handwashing areas.
- Street clothes and scrubs changed upon entry and exit.
- Change gown if it becomes soiled. Disposable gowns will be discarded after use.
- PAPRs or SARs, which are more protective than filtering face piece respirators, are worn for any work operations or procedures likely to generate aerosols (e.g., cough induction procedures, some dental procedures, invasive specimen collection, blowing out pipettes, shaking or vortexing tubes, filling a syringe, centrifugation).
- Biosafety Level 3 precautions are used when handling specimens from known or suspected COVID-19 patients.

Employee Implementation Plan

- A daily health screening check point log for all employees and administrators is kept
- Employee temperatures are checked daily and any employee reporting over 100.4F is required to leave work and seek medical assistance.
- All persons reporting to work are asked the screening questions and/or required to self – check and report the screening questions.

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- A return to work, post - illness policy for health care workers has been developed.
 - Contingency plan for at-risk staff (e.g., pregnant, other defined risk groups) including job expectations and potential alternate roles and locations has been developed.
 - Employees at higher risk of adverse outcomes from COVID-19 have been identified.
 - Plans for employees to pay back health care premiums or other benefits provided during quarantine lay-off have been addressed, if necessary.
 - Unused leave benefits available under the Families First Coronavirus Response Act (FFCRA) have been reviewed. (Ensure management understands any negative comments about use of FFCRA leave may support claims of retaliation).
 - Essential business functions and essential employees that need to be in the office have been reviewed and a phased ramp-up plan is complete.