

COVID-19 Preparedness Plan for Caron Chiropractic Clinic, P.A.

Caron Chiropractic Clinic, P.A. is committed to providing a safe and healthy workplace for all our workers, patients, clients, customers, and visitors. To ensure we have a safe and healthy workplace, Caron Chiropractic Clinic, P.A. has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Owners, managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our clinic and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our clinic.

The COVID-19 Preparedness Plan is administered by Timothy J. Graff, D.C., who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Caron Chiropractic Clinic's owners, managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers and patients are our number one priority. Caron Chiropractic Clinic, P.A. is serious about safety and health and protecting its employees and patients. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Discussed in meetings steps we have taken to reduce risk of COVID-19 exposure. We have provided workers several ways to report any safety or health concerns anonymously or directly to owners, managers and supervisors. Anonymous concerns can be put in the staff meeting box. You can email or speak directly to any owner, manager, or supervisor at any time with concerns. We will work to incorporate any actionable concerns or requests into our preparedness plan.

Caron Chiropractic Clinic's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Caron Chiropractic Clinic has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for health care and chiropractic facilities. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for patients, clients, customers, and visitors; **Patients are asked screening questions for potential risk of SARS-CoV-2 exposure, wait in their vehicle until their provider is ready to see them, temperature is taken with a no touch infrared thermometer and required to sanitize hands upon entering clinic. Employees have temperature taken upon entering the clinic.**
- additional protections and protocols for personal protective equipment (PPE); **All employees, patients and guests are required to wear a mask unless medically unable.**
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene; **Handwashing and hand sanitation required of all staff between patients.**
- additional protections and protocols for work clothes and handwashing; **Massage therapists will wear a clean gown for each patient.**
- additional protections and protocol for distancing and barriers; **Plexi glass at front for patient scheduling**
- additional protections and protocols for managing occupancy; **Only one massage therapist working at one time, no more than 4 Chiropractors scheduled at same time; patients wait in car until provider is ready for the next patient; billing and HR staff are working remotely**
- additional protocols to limit face-to-face interaction; **We offer Telehealth for services that we are able such as exercise instruction, consultations, ergonomic advice, etc.**
- additional protections for receiving or exchanging payment; and; **links provided via text to online payment of balance and co-pays**
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Workers temperatures will be screened and recorded at the beginning of their shift. If a worker reports symptoms during a shift, they will be sent home immediately.

Workers are to report to owners, managers, or supervisors if they, a household member, or someone they care for have or develop any of listed symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms as listed on the CDC website. We will update this list as the CDC is continually updating this list as we learn more about COVID-19.

Caron Chiropractic Clinic has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Please consult Caron Chiropractic Employee Manual for policies on sick leave, PTO, and FMLA.

Caron Chiropractic Clinic has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Please reference our **Caron Chiropractic Clinic, P.A. Employee Disclosure Form**.

Caron Chiropractic Clinic providers are to follow the Minnesota Chiropractic Associations work guidelines regarding exposure and work and/or return to work criteria. Here is the link for the guideline:

<https://mnchiro.com/covid-19-resource/>

Social distancing

Social distancing of at least six feet will be implemented whenever and wherever possible in the clinic between co-workers. Employees must maintain as much space between clients and patients as much as possible when not directly related to care. We have incorporated longer patient visit times to allow disinfecting between each patient. We are wiping high touch areas down regularly throughout the day. We contact patients before they come in to minimize the number of patients in the lobby at any given time. We have designated spaces within the lobby

to keep patients and staff socially distanced. We are trying to be flexible with our work hours and implementing telehealth when appropriate. We have created additional hours of operation to assist in reducing the number of workers in the clinic at any one time. We have spaced treatment rooms out as much as possible. We have moved documentation stations to accommodate social distancing. We are asking employees to not share workstations or office materials and to disinfect their workstation after they are done for the day. Any piece of equipment that comes into contact with the patient during their treatment is to be disinfected before seeing the next patient. We are trying to keep kids and vulnerable adults separated in the clinic. We have removed items or marked certain items out of use in the clinic to reduce cross contamination (magazines, toys, water cooler, etc.). The clinic is never to reach over 50% of its fire code established occupancy limit. All workers can address any questions or concerns with their direct supervisor or the owners of the clinic. Masks must be worn at all times during patient contact and while communicating with others (patients or co-workers). Patients are required to wear masks during their entire time in the clinic. The only exception is while face down during massage with the system implemented for safely doing so. Cloth masks are acceptable. Surgical masks are available upon request. Gloving is optional for providers unless they have open wounds on their hands. They can elect to wear gloves while working with vulnerable adults or immunocompromised patients. Employees can wear shield or protective eyewear at their discretion. Patients are to fill out a screening questionnaire before their appointment and inform us of changes in their questionnaire and/or health status, they are being asked to use hand sanitizer before being seen, and they have their temperature taken.

Worker hygiene and source controls

Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially between patient contact, at the beginning of their shift, and end of their shift, prior to any mealtimes and after using the restroom. Hand-sanitizer dispensers are at entrances and locations in the clinic so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand hygiene is of utmost importance during the care of our patients. Touch free soap dispensers are located at each of the 5 sinks in the clinic.

Employees and patients are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees and patients are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-stop-germs-summer-camp-poster.pdf>

Workplace building and ventilation protocol

Operation of the building in which the clinic is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. We have added HEPA filters into our closed massage rooms for higher air quality.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and checkout stations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy/fax/scanning machines, credit card readers, etc. Any equipment or surface that comes in contact with a patient or client during their visit is being wiped down with EPA approved cleaner between each encounter.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated via email to all workers on August 1, 2020, and necessary training was provided. Additional communication and training will be ongoing by email, staff meetings, and one on one training with supervisor or owner. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, and patients about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers and patients. All workers and patients will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Caron Chiropractic Clinic, P.A. management and the plan was posted in the workplace and made readily available to employees August 1, 2020. It will be updated as necessary by Timothy J. Graff, D.C.

Certified by:

Timothy J. Graff, D.C.
August 1, 2020