**[INSERT MEDICAL PRACTICE NAME/LOGO]**

**COVID-19 POLICIES AND PROCEDURES**

The Practice continues to closely monitor the directives and guidance from federal, state and local authorities concerning the COVID-19 pandemic. Governor Whitmer’s Executive Order 2020-59 temporarily suspends certain in-person activities and operations beginning on April 24, 2020 and continuing through May 15, 2020 at 11:59 p.m. (the “Executive Order”). Under the Executive Order, the Practice is required to take certain precautions in order to limit the risk of the spread of COVID-19. The following policies and procedures have been adopted by the Practice in furtherance of the Executive Order. Some provisions in these Policies and Procedures apply to all patients and visitors to the Practice’s facilities and some provisions apply specifically to employees. Reference to “employees” include temporary and contract workers.

**I. Daily Screening of All Individuals Before Entering Practice Facilities**

 **A.** **Screening for Employees**

Every employee will complete each day, on which entrance to a Practice facility is sought, a COVID-19 Facility Entrance Screening Form for Employees which includes screening criteria such as:

1. Within the last 24 hours, have you experienced any symptoms (excluding symptoms due to other known medical reasons) such as fever (above 100.4 degrees), cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, flu-like symptoms or diarrhea?

2. Have you had any close contact during the last 14 days with someone diagnosed with COVID-19?

3. Have you traveled domestically out of Michigan or internationally during the last 14 days?

The Practice may add such additional screening criteria as may be recommended by the CDC or others and adopted by the Practice from time to time.

If a touchless thermometer is available and provided that CDC standards are followed, a Practice supervisor or manager must check the individual’s temperature upon entrance to a Practice facility in lieu of verbal confirmation and record the individual’s temperature on the screening form. An individual is considered to have a fever if his or her temperature is above 100.4 degrees.

Completed screening forms will be maintained by a Practice supervisor or manager.

If an individual answers “YES” to any of the screening questions on the COVID-19 Facility Entrance Screening Form for Employees, the individual must be excluded from the facility until:

1. At least 72 hours have passed since recovery with no fever (below 100.4 degrees without the use of fever-reducing medications) and improvement in symptoms and at least 7 days have passed since symptoms first appeared;

2. (Non-critical infrastructure workers only) 14 days have passed since the individual has had close contact with someone diagnosed with COVID-19; or

3. 14 days have passed since the individual traveled domestically or internationally.

If a symptomatic individual presents written laboratory test results which are negative for COVID-19, with the specimen taken on or after the date of the “YES” answer above, the individual is still required to be excluded from the facility until:

1. The individual has a resolution of fever (below 100.4 degrees without the use of fever-reducing medications); and

2. The individual has an improvement in symptoms.

If an asymptomatic individual is a healthcare provider or has been designated by the Practice as a critical infrastructure worker and has had close contact or a potential exposure during the last 14 days with someone diagnosed with COVID-19, the individual may be permitted to continue to work provided that the individual remains asymptomatic and additional precautions are implemented to protect the individual, employees and patients of the Practice. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19, and further includes contact with the individual within 48 hours before the individual became symptomatic.

 Additional precautions to be taken by potentially exposed healthcare providers and critical infrastructure workers include, but are not limited to, the following:

1. Continue to abide by the Practice’s daily screening procedures.
2. Continue to self-monitor for COVID-19 symptoms and immediately report to a supervisor or manager upon developing any COVID-19 symptoms.
3. Wear a face mask at all times while inside the Practice facility for a period of 14 days after the individual’s last exposure and for as long as required by Executive Order or other laws and CDC guidelines.
4. Continue to abide by all social distancing measures implemented by the Practice.
5. The Practice will continue to abide by all CDC cleaning and disinfecting guidelines.

*If before an employee reports for his or her next shift, he or she experiences any symptoms (excluding symptoms due to other known medical reasons) such as fever (above 100.4 degrees), cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, flu-like symptoms, diarrhea or fails to satisfy any additional exclusion screening criteria established by the Practice, the employee must first call his or her supervisor/manager and not report for work unless instructed to do so.*

*If an employee develops symptoms included in the screening criteria while working at the facility or outside of working hours, the employee must notify his or her immediate supervisor. The supervisor will direct the employee to leave the facility or not return to work until the employee satisfies the return-to-work conditions set forth below.*

*Data on screening forms will be used solely for the purpose of evaluating the potential hazards presented to the workplace and not for disability-related or other inquires prohibited by law. In the event of a positive COVID-19 test of an employee or other individual, or in the event that an employee or other individual is symptomatic or at risk per the Practice’s screening criteria, the Practice will assess possible exposure to COVID-19 in the workplace and notify other employees and other individuals whom it reasonably believes could be affected. For the privacy of employees, and in compliance with the Americans with Disabilities Act, the Practice will keep such data (including an employee’s name) confidential, except if and limited to the extent that disclosure is permitted or required by law or if the employee (or the employee’s authorized representative in the event of incapacity) voluntarily authorizes disclosure in writing.*

**B. Screening for Patients and Permitted Visitors**

 All patients should be pre-screened for COVID-19 symptoms and risk factors before their appointment. This should take place during appointment reminder phone calls. If a patient meets the pre-screening criteria to continue with an in-person appointment, the patient should be informed of the Practice’s visitor and screening policy set forth below.

 In compliance with Executive Order 2020-37, the Practice is required to prohibit visitors from entering a Practice facility unless the visitor is visiting under one or more of the following circumstances:

1. Visitor is required for the provision of medical care or support of activities of daily living (as determined by Practice employees on a case-by-case basis).
2. Visitor is the power of attorney or court-appointed guardian for a patient.
3. If patient is 21 years of age or under, visitor is patient’s parent, foster parent or guardian.
4. Visitor is visiting patient in serious or critical condition or in hospice care.
5. Visitor is visiting under exigent circumstances or for the purpose of performing official government functions.

No other visitors are permitted to enter the facility. Only one permitted visitor may accompany a patient into a facility. Every patient and visitor must be screened prior to entry to a Practice facility and if permitted to enter, must be asked to wear a mask while inside the facility if medically tolerated. No visitors are allowed to enter the facility if they have experienced any fever (above 100.4 degrees), cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, flu-like symptoms or diarrhea within the past 24 hours, have had any contact with a person with a confirmed COVID-19 diagnosis, or traveled domestically or internationally within the past 14 days).

If a patient has symptoms or fails to meet other screening criteria, the Practice should consider whether alternative treatment arrangements may be made to provide care to the patient (e.g., ensure patient is wearing a mask, separate patient in another room, direct patient to seek care at another location, convert appointment to a telemedicine encounter, etc.) or to reschedule the patient’s appointment. The Practice should follow any additional CDC guidance for symptomatic patients who present to a medical facility. The Practice will post a Notice of Visitor and COVID-19 Screening Policy at the entrance of each Practice facility.

**II. Social Distancing by Employees**

In compliance with the Executive Order, the Practice has developed and implemented the following plan to manage and control social/physical distancing for employees working alongside each other and patients and visitors within or outside the Practice.

 All workspaces should be modified as necessary to ensure that employees are able to work at least six feet apart from other employees to the maximum extent reasonably possible. Employees are required to maintain a distance of at least six feet from all employees and avoid in-person conversations unrelated to Practice operations to the maximum extent possible. If social/physical distancing becomes impractical or infeasible due to capacity or other limitations within the Practice’s facilities, the Practice may take additional action to further restrict capacity or reassign employees as necessary. Visual markings and signage may be placed throughout the facility to further implement social/physical distancing among employees and patients.

Additional or other social/physical distancing measures may be implemented by the Practice from time to time consistent with guidance issued by federal, state and local authorities which must also be strictly followed by all employees.

**III. Cleaning, Disinfecting and Personal Protective Equipment (PPE)**

The Practice will utilize standards of facility cleaning and disinfection to limit employee and patient exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

 In the event of a positive COVID-19 case in the workplace, the Practice will identify all potentially contaminated areas of the facility and will abide by CDC guidelines when cleaning and disinfecting contaminated areas. It is possible that specific areas of the facility will be shut down for a 24-hour period in order to clean and disinfect the area, at which point, employees working in the area will be properly notified and removed from the area.

 Employees are required to utilize generally accepted infection control practices while at work, such as regular hand washing (with soap for at least twenty seconds), coughing and sneezing etiquette, and proper tissue usage and disposal. Employees shall wear an N95 mask, surgical mask or other face covering, and any additional personal protective equipment appropriate for the employee’s work functions at all times while working at the Practice.

 Employees are encouraged to follow CDC recommended standards and routinely clean their personal workspaces with soap and water and to routinely disinfect their personal workspaces with household disinfectants.

**IV. Posting**

A copy of the Executive Order, any applicable county and municipality executive orders, and the Notice of Visitor and COVID-19 Screening Policy must be physically posted at each entrance of each Practice facility in a conspicuous location to ensure that they are viewable by all employees, temporary workers, patients, visitors and members of the public. The Practice will post such additional posters as may be required by federal or state law.

 **V. Miscellaneous**

 Employees are encouraged to hold each other accountable with respect to the policies and procedures contained herein. To the extent that anyone is not complying with the policies and procedures, employees should report such behavior to management. Additionally, if an employee is made aware or has reason to suspect that another may have COVID-19 symptoms, such employee should report their concerns to management.

The Practice will restrict the number of workers present on premises to no more than is strictly necessary to perform the Practice’s critical infrastructure functions, if applicable, and minimum basic operations. Employees with questions or concerns regarding their designation as a critical infrastructure or basic minimum operations employees should contact management for further discussion.

The Practice will promote remote work to the fullest extent it determines reasonably possible. The Practice will impose any other social distancing practices and mitigation measures recommended by the Centers for Disease Control.

These Policies and Procedures may be amended or modified from time to time by the Practice, with or without advance notice.