

Updated May 29, 2020

Total Health Chiropractic

COVID-19 Preparedness and Response Plan

This Preparedness and Response Plan has been created by Total Health Chiropractic 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 doctor, 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 TotalHealthChiropractic.com

Safety/Prevention Measures

- Office Manager, Carolyn Sadowski, 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:**

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|---|------------------------------|
| ✓ Fever | ✓ Muscle pain |
| ✓ Cough | ✓ Headache |
| ✓ Shortness of breath or difficulty breathing | ✓ Sore throat |
| ✓ Chills | ✓ New loss of taste or smell |
| ✓ Repeated shaking with chills | |

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 Dr. Sadowski DC 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 provider, 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 provider, employees, and patients, keeping people at least six (6) feet apart from each other, as much as possible. This plan includes the 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 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 Department of Health in Oakland County. Website: www.oakgov.com.
 - 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 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 that 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 when early)
- 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>