

POLICY NAME:	SOCIAL DISTANCING PROTOCOL				
POLICY #:	P.MANAGERS COVID-19				
IMPLEMENTATION DATE:	April 2, 2020	LAST REVIEWED/UPDATE DATE:	July 16, 2020		
POLICY OWNER:	QUALITY & COMPLIANCE				
APPROVED BY:	COVID-19 Task Force				
POLICY FOR:	Staff: <input checked="" type="checkbox"/>	Managers: <input checked="" type="checkbox"/>	Providers: <input checked="" type="checkbox"/>	Shareholders: <input checked="" type="checkbox"/>	<input type="checkbox"/> Other:

I. PURPOSE:

Epic Care has established this written Social Distancing Protocol Policy and attached Appendix to satisfy the Shelter-in-Place requirements set forth by the State of California, and Alameda and Contra Costa Counties due to the coronavirus (COVID-19) pandemic.

II. SCOPE:

This protocol, policy and appendix apply to all Epic Care locations, staff, physicians and providers who continue to operate as essential business as defined by the Shelter-in-Place Order issued by the State of California, and Alameda and Contra Costa Counties.

III. PROCEDURE:

A. Signage:

1. Epic Care's Aerosol Transmissible Disease Program (ATD) requires that visual alerts are posted in all clinic lobby spaces, as well as in all bathrooms. This signage includes information on hand hygiene and cough etiquette.
2. Signage specific to COVID-19 is posted on closed doors leading into the lobby space.

B. Protections to Employee Health:

1. All employees who can carry out work duties from home have been provided the necessary equipment and technology to do so.
2. All employees have been directed to not report to work if sick, or exhibiting symptoms of COVID-19.
3. Employees have been directed to self-monitor for symptoms. Daily symptom checks are being conducted before employees enter the work space.
4. All desks or individual work stations are separated by at least six feet wherever feasible. In more crowded spaces, managers are directed to find alternative options to provide as much distancing as possible.
5. Where work stations cannot be separated, heightened disinfection measures will be observed.
6. Common areas are being disinfected on a consistent basis. These areas include, but are not limited to:
 - a. Break Rooms / Kitchens
 - b. Bathrooms
 - c. Front Desk Space
 - d. Exam and Procedure Rooms
7. Disinfectants and other related supplies are available to staff.

8. Hand sanitizer effective against COVID-19 is available to staff.
9. Soap and water for hand washing is available to all staff at any available sink.
10. Appropriate PPE is provided to staff.
11. Copies of this protocol policy and required Appendix are to be made visible at the entrance of each Epic Care.

C. **Avoidance of Staff Exposure:** To avoid exposure of the COVID-19 virus to staff and other patients, the following measures have been instituted:

1. Patients scheduled for elective procedures have been postponed. As the Shelter-in-Place Order Restrictions begin to ease, these postponed procedures will be scheduled as permitted by the new allowances and include any required COVID-19 testing.
2. Patient appointments are taken via TeleMed whenever possible.
3. Patients who must come into the clinic for treatment or examination are temperature checked and screened for symptoms
4. Patients experiencing a fever of $\geq 100.0^{\circ}\text{F}$ will be asked to leave their cell phone number and wait in their vehicle or outside the triage Physician will call them and determine whether they are cleared to enter the clinic. Patients not cleared to enter the clinic will be provided information to obtain COVID-19 testing.
5. Patients who enter the lobby are required to wear a face mask in accordance with California State Regulations.
6. Patients receiving chemotherapy treatment are only allowed one visitor in the infusion suite, if that visitor is critical to the care of the patient. All other visitors are required to leave and come back, or wait outside.
7. No visitors may stay in the waiting room or lobby area.
8. Some exceptions will be made to this visitor policy for those patients who are newly diagnosed or having their first treatment days.
9. The Infusion suite has been rearrange to allow social distancing between patients, whenever possible.
10. Patient Education appointments will be conducted via TeleMed.

D. **Measures to Prevent Crowds from Gathering:**

1. Due to measures to avoid staff exposure, patient volume has decreased, limiting the number of individuals entering the clinics and waiting in the lobby at any given time.
2. Employees providing temperature and symptom screenings will ensure that patient volume in the lobby still allows for the 6 feet clearance between individuals.

E. **Measures to Keep People Six Feet Apart:**

1. Tape (or other markings) will be placed at least six feet apart anywhere patients may be waiting in line.
2. Employees have been directed to maintain at least six feet distance from patients and each other, except when necessary to accept payment, services, etc.

F. **Measures to Prevent Unnecessary Contact:**

1. Contactless payment systems will be used whenever feasible.
2. Payment systems will be regularly sanitized.

G. **Measures to Increase Sanitization:**

1. Hand sanitizer, soap and water, or other effective disinfectant is available for patient and visitor use in lobbies, examination/procedure rooms, and anywhere else there are direct interactions.

2. Payment portals, pens and high-contact surfaces are frequently disinfected.

H. **Return to Clinic:**

Symptomatic patients will be screened prior to their visit and at the door before entering the clinic. Patients who test positive for COVID-19 will follow this protocol:

1. If tested at a local hospital, and patient re-testing is not done, a doctor's note from the hospital or primary care provider clearing the patient of the virus will be required before he/she can be cleared to return to clinic.
2. Patient can be cleared by testing:
 - a. Radiation and chemotherapy patients must provide **two negative test results** collected 24 hours apart before returning to clinic.
 - b. All other patients are cleared to return to clinic after **the first of the two negative** test results is collected.

IV. **TRAINING:**

Due to the ever-changing nature of the COVID-19 pandemic, employees will be provided regular organization-wide communications. Additionally, employees will be given daily guidance and direction at the site level to maintain the safety of all staff, patients and visitors.

V. **RECORDKEEPING:**

Any records relating to an exposure due to COVID-19 will be managed by the Human Resources and Quality & Compliance Department as any other occupational injury. For more information on exposure and containment management, please review Epic Care's Aerosol Transmissible Disease Program – or contact Nicole Hegazy, Quality & Compliance Specialist.

VI. **RELATED DOCUMENTS AND RESOURCES:**

1. Appendix A Social Distancing Protocol – Template provided by Alameda and Contra Costa Counties
2. Aerosol Transmissible Disease Program (ATD)
3. Temperature Screening SOP
4. Epic Care's General Housekeeping Guidelines