



Partners in Comprehensive Care

Date: December 22, 2020

To: All Epic Care Physicians, Providers, & Staff

From: COVID-19 Task Force

RE: COVID-19 Update

IN BRIEF:

- The COVID-19 Vaccine and next steps should you elect to receive the vaccination.
- Reminder of 2 COVID-19 Safety Protocols to uphold at all Epic Care locations
- Celebrating the holiday's at Epic Care

COVID-19 VACCINE PLANNING

As you may know, the Food and Drug Administration (FDA) recently authorized two (2) vaccines for the prevention of COVID-19. The authorization allowed both the Pfizer-BioNTech COVID-19 and Moderna vaccine to begin immediate distribution in the United States.

Currently, the vaccine is not mandatory. However, we know many have anticipated its availability. To manage the limited distribution, the state has established a three (3) tiered approach, prioritizing vaccines to those who are at greatest risk of exposure to COVID-19.

In California, Tier 1 distribution has been prioritized for the following Bay Area Counties; Alameda County, Contra Costa County, and the City of Berkeley. Although Epic Care employees fall into Tiers 2 and 3 (primary care and specialty clinics), many of our physicians and other mid-level providers practice in Tier 1 settings. If this applies to you, and you elect to receive the vaccine, **vaccinations will be prioritized and coordinated through the hospital/health system in which you practice, or in some cases by the county itself.** Here's a closer look at the breakdown of each tier:

Tier 1 – First Priority

- Acute care, psychiatric, and correctional facility hospitals.
- Skilled nursing facilities, assisted living facilities, and similar settings for older or medically vulnerable individuals.
- Paramedics, EMTs and others providing emergency medical services.
- Dialysis centers.

Tier 2 – Second Priority

- Intermediate care facilities.
- Home health care and in-home supportive services.
- Community health workers.

- Public health field staff.
- **Primary care clinics.**

Tier 3 – Third Priority

- **Specialty clinics.**
- Laboratory workers.
- Dental and health clinics.
- Pharmacy staff not working in settings at higher tiers.

If at any time you receive the COVID-19 vaccine, once you have completed your two-dose regime, please submit your COVID-19 vaccination record as part of your health personnel file to HR@epic-care.com. In the same way Epic Care keeps certain health records, we will update your health personnel file with your COVID-19 vaccination record.

COVID-19 SAFETY PROTOCOLS

All Epic Care Employees must continue to conduct self-screening for any COVID-19 symptoms before reporting to work for the day. **Employees are required to report any COVID-19 or Flu related symptoms** (as they may be similar) to a supervisor; including:

1. Fever or chills
2. Cough
3. Fatigue
4. Shortness of breath or difficulty breathing
5. Sudden loss of smell or taste
6. Muscle or body aches
7. Headache
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea
12. Have been in contact with someone who was confirmed or suspected to have COVID-19

Supervisors, once an employee notifies you of any of the above symptoms, you must alert the Safety & Compliance Specialist of the employee's status. The employee will be contacted to determine next steps and advised on whether they are cleared to report to work or seek COVID-19 testing and quarantine.

All persons entering Epic Care facilities (patients, providers, staff, visitors) must answer a few screening questions which include some of the above-mentioned symptoms.

Face masks continue to be mandatory for all persons while inside an Epic Care facility. Social distancing measures are still in place and should be observed at all times, including common areas such as break rooms where max occupancy allows for social distancing. Regular disinfection is required in all high-touch and high-traffic areas.

HOLIDAY CELEBRATIONS

In response to the current stay home order, and in support of continued social distancing, Epic Care has elected to defer any group celebrations. In lieu of these festivities, funds have been

allocated to each location to provide an individually wrapped holiday meal or treat for each staff member.

Other social distanced activities are still appropriate, including secret santa gift exchanges (not to exceed \$25 value), or receipt of gifts from clients and partners, as long as they are shared with others in the office.

On behalf of the entire Epic Care family, we wish you and yours a safe and joyous holiday.

OVERVIEW OF COVID-19 CASES BY COUNTY:

- [Contra Costa County](#)
- [Alameda County](#)
- [San Joaquin County](#)

For more information on our COVID-19 Safety requirements, please review Epic Care policies and procedures, tip sheets, and safety protocols located in the [COVID-19 folder](#) on the Filestore or visit the intranet. For employees working remotely, please be sure to connect to Barracuda VPN beforehand.

Questions or Comments? Please email the [COVID-19 Task Force](#).

Thank you.