**May 26, 2020**

**Allergy & Asthma Center of Rochester**

**COVID-19 Preparedness and Response Plan**

COVID-19 Preparedness and Response Plan for Allergy & Asthma Center of Rochester is committed to providing a safe and healthy workplace for all of our workers and patients. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness and Response Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities. Dr. Ringwald and its employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness and Response Plan. Our workers are our most important asset. We are serious about safety and health and keeping our workers protected while working at the Allergy & Asthma Center of Rochester.

Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness and Response Plan. We have involved our workers in this process and reassured them that they have the personal protective equipment (PPE) needed to safely perform their jobs and any concerns regarding personal safety can be freely discussed with Dr. Ringwald. Dr. Ringwald wants all of its employees to feel safe and comfortable while carrying out their job duties and at the same time protect the health and safety of the practice’s patients.

This COVID-19 Preparedness and Response Plan is available for all employees, patients, and vendors for review as required under Michigan Executive Order 2020-97.

Our COVID-19 Preparedness and Response Plan follows Centers for Disease Control and Prevention (CDC), Oakland County Health Division guidelines, and Governor Gretchen Whitmer’s Executive Order, and addresses:

* Daily employee work health screenings through a questionnaire;
* Prompt identification and isolation of sick persons;
* Hygiene and respiratory etiquette;
* Engineering and administrative controls: social distancing, appointments, check-in, and ventilation;
* Employee personal protective equipment (PPE);
* Cleaning and disinfecting;
* Employee work proximity;
* Communications and training provided to workers;
* Communications and instructions for patients; and
* Additional governmental resources during COVID-19

**Daily Employee Work Health Screenings Through a Questionnaire**

**& Identification and Isolation of Sick Persons**

We are following Oakland County Health Division’s Order (2020-10 for Control of Pandemic) to screen our employees daily with the following questionnaire:

Allergy & Asthma Center of Rochester daily work screening questionnaire required by the Oakland County Health Division.

This Order (2020-10 for Control of Pandemic) is made pursuant to Section 2453 of the Public Health Code, MCL 333.2453.

Please answer Yes or No to the following questions below. Circle your answer.

Do you have any of the following symptoms:

1. Fever of 100.4 degrees or higher? Yes No
2. Cough (excluding chronic cough due to a known medical reason other than COVID-19)? Yes No
3. Shortness of breath? Yes No
4. At least two of the following symptoms: Chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell / or diarrhea (excluding diarrhea due to a known medical reason), and extreme fatigue? Yes No
5. Have you travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan (Commuting is defined by this Order as traveling between one's home and work on a regular basis)? Yes No
6. Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19? Yes No

Print First and Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the following questions, if a yes answer is indicated by an employee, we will take action as referenced by the Oakland County Health Division:

An affirmative response to any screening question 1 – 4 requires the employee to be excluded from working onsite:

* At least 72 hours with no fever (that is three full days of no fever without the use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared.

An affirmative response to screening question 5 requires the employee to be excluded from working onsite:

* 14 days following travel unless that travel was due to commuting from a home location outside of Michigan.
* Exceptions include necessary workers engaged in travel related to supply chain and critical infrastructure.

An affirmative response to screening question 6 requires the individual to be excluded from working onsite:

* 14 days after the last exposure to the person with COVID-19, per the Centers for Disease Control and Prevention (CDC).
* Exemptions include healthcare institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

We will also follow the guidelines from the CDC, which notes that:

* Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
* Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
* If an employee is confirmed to have COVID-19, employers will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure. And more specifically for Michigan, if an employee is identified with a confirmed case of COVID-19, within 24 hours, Dr. Ringwald or the Office Manager will notify both: The Oakland County Health Division and again any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
* An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.
* Signs from the CDC have been posted on the main office door entrance, employee work areas, and break room to inform employees that they should stay home if they are sick.
* Following Michigan Executive Order 2020-36, and any other orders that follow it, prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at a particular risk of infecting others with COVID-19.

# We will also ensure sick leave policies that are flexible and consistent with public health guidance from the State of Michigan and guidance from Governor Whitmer’s Executive Order 2020-36 (COVID-19).

**Hygiene and Respiratory Etiquette**

* Handwashing basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Posters from the CDC have been posted in all restrooms to remind employees and patients the need for handwashing, how to wash their hands, and why it is important in helping to stop the spread of germs.
* Hand-sanitizer dispensers (that use greater than 60% alcohol) are at entrances and locations in the workplace so they can be used (by employees and patients) for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
* Respiratory etiquette is demonstrated and referenced on CDC posters. Tissues and trash receptacles available to all employees and patients.

**Engineering and Administrative Controls: Social Distancing, Appointments, Check- In & Ventilation**

* Social distancing: The practice has placed signs in the hallway to keep patients a distance of at least 6 apart before entering our facility. We are trying to limit only 3 patients from entering the office at a time and we have blue “Xs” on the floor that space patients 6 feet or more when standing to wait inside. Signs are posted in the office for patients to wait on a blue “X” to keep 6 feet apart.
* We also have a design flow (One-Way) for our patients getting allergy injections. Once they enter from the front door they will wait on a designated blue “X” and then move up to the next blue “X” after the next patient moves up. Once the patient is called get their injection in the shot room with the nurses, and after the patient gets their allergy injection, they are directed by a nurse to exit the back door by the nurse’s station. We designed this flow so that patients are not crossing paths at the main entrance and as a way to keep all patients safe. In addition, this back door is propped open so that patients don’t have to touch the door handle. Having this back door open allows for the free flow of air to enter the office.
* The waiting room has barriers. We blocked off a significant portion of it. Instead of patients waiting in the waiting room we are having patients leave out the back door and return to the car to wait their 15 minutes after their allergy injection. Signs are posted throughout the office indicating to patients that they should exit out the back door by the nurse’s station and not the main front door where they originally entered.
* We will also be installing plexiglass sneeze guard barriers at the front desk check-in to protect the front desk staff.
* New and current patients are being screened on the phone before coming to the practice. We will ask if a patient is experiencing any of the following: fever, chills, shortness of breath, coughing, and if they travelled outside of the country or have been in contact with someone in the last 14 days that are suspected of having COVID-19. We want to screen these patients so that they don’t come and infect the staff and other patients that might possibly have COVID-19. Patients that come to the practice as a walk-in are advised not enter if they experience any of the above symptoms. Also, CDC posters are posted on the main entrance door advising patients to stay home if they are sick. All new and current patients are required to wear a mask when entering the practice. A sign is posted at the front entrance informing patients about this requirement. If patient does not have a mask, the office will provide one.
* Pre-entry Screening Notice: Our patient COVID-19 screening policy will be consistent with our employee screening policy which follows guidance from the Oakland County Health Division.

Again, this Order (2020-10 for Control of Pandemic) is made pursuant to Section 2453 of the Public Health Code, MCL 333.2453.

The screening questions will be posted on the outside front entrance of the office that patients can visually see before entering.

The first sign will show a picture of a red traffic light and stop sign and state that the **patient should not enter the practice if they answer "Yes" to any of the following questions**:

Do you have any of the following symptoms:

1. Fever of 100.4 degrees or higher?\*

2. Cough (excluding chronic cough due to a known medical reason other than COVID-19)?

3. Shortness of breath?

4. At least two of the following symptoms: Chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell / or diarrhea (excluding diarrhea due to a known medical reason), and extreme fatigue?

5. Have you travelled internationally or outside of Michigan in the last 14 days?

6. Have you had any close contact in the last 14 days with someone with a diagnosis of

COVID-19?

Another sign shows a green traffic light. This means that if a patient has answered "No" to all screening questions, the patient can enter the practice. The patient must give a verbal confirmation to a front desk office staff member that they are attesting "No."

\*Based on guidance from Oakland County Health Division, as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.

* New and current patients are also being limited in the waiting room areas. In many instances, these patients will be taken right back to an exam room to wait or complete paper work if they are new so that they are separated from other patients.
* The front desk staff is taking action by signing in new and current patients so that patients are not reusing pens which could potentially contaminate other patients.

**Employee Personal Protective Equipment (PPE)**

* All employees are required to wear a face mask in the practice per Order (2020-10 for Control of Pandemic), pursuant to Section 2453 of the Public Health Code, MCL 333.2453. The practice also has other PPE available for our employee’s protection when in close contact with patients or employees. We have face shields, protective gowns, gloves, N95 masks, and regular masks (not N95 grade). Employees performing allergy testing should wear sufficient PPE due to close contact with patients. This is also true when pulmonary function tests (PFTS) are performed due to patients blowing air into a machine. In addition to the required face mask, a face shield must be worn.

**Cleaning and Disinfecting**

* Disinfectant wipes are available and all employees are responsible for wiping down areas (desks, door handles, etc.) at the start and end of the day (and if needed anytime throughout the day), to keep work areas clean and disinfected. Any equipment and exam tables used should be properly cleaned and disinfected after each patient is seen (a deep cleaning is needed for patients that have respiratory symptoms). Employees should always wear latex gloves before disinfecting surfaces with disinfectant wipes and follow CDC guidelines for cleaning and disinfecting work areas.

Using guidelines from the CDC, we will follow the following procedures for building disinfection if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case:

* **Close off areas** used by the person who is sick.
  + Companies do not necessarily need to close operations, if they can close off affected areas.
* **Open outside doors and windows** to increase air circulation in the area.
* **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
* Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
* Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  + Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  + Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
* Once area has been **appropriately disinfected**, it **can be opened for use**.
  + **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
* If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  + Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**How to clean and disinfect**

***Clean***

* **Wear disposable gloves** to clean and disinfect.
* **Clean surfaces using soap and water, then use disinfectant.**
* Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
* **Practice routine cleaning** of frequently touched surfaces.
  + More frequent cleaning and disinfection may be required based on level of use.
  + Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
* **High touch surfaces include:**
  + Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

***Disinfect***

* **Recommend use of EPA-registered household disinfectant.**  
  **Follow the instructions on the label** to ensure safe and effective use of the product.  
  Many products recommend:
  + Keeping surface wet for a period of time (see product label).
  + Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
* **Diluted household bleach solutions may also be used** if appropriate for the surface.
  + Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  + Unexpired household bleach will be effective against coronaviruses when properly diluted.  
    **Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.  
    **Leave solution** on the surface for **at least 1 minute.**  
    **To make a bleach solution**, mix:
  + 5 tablespoons (1/3rd cup) bleach per gallon of water  
    OR
  + 4 teaspoons bleach per quart of water
* Bleach solutions will be effective for disinfection up to 24 hours.
* **Alcohol solutions with at least 70% alcohol may also be used.**

**Employee Work Proximity**

* Employees should stay apart as much as possible when in work areas. This may not always be possible due to the work layout so employees must make sure their masks are being worn at all times. Employees should not congregate too close in the break room either. They should be at least 6 feet apart or more. If not possible, employees should eat their lunch spread out somewhere in the office.

**Communications and Training Provided to Workers**

* Dr. Ringwald’s COVID-19 Preparedness and Response Plan was distributed as a hard copy to employees on May 26, 2020 and training and materials were provided.
* Training topics discussed include:
  + Workplace infection-control practices;
  + The proper use of personal protection equipment (PPE); and
  + How unsafe working conditions can be reported
* Additional communication and training will be ongoing and provided to all workers who did not receive the initial training.

**Communications and Instructions for Patients**

* Instructions will be communicated to patients by phone or in office about our policy on social distancing, mandatory mask wearing, and how patients will exit our office after services are performed. We will also communicate with them the steps our staff is taking to keep them safe (when other patients are in the office and what protective gear the staff is wearing) when coming for services.
* Patients that are elderly or have chronic conditions can request an appointment 15 minutes before we start services at the beginning of the day in order to minimize contact with other patients.

**Additional Governmental Resources During COVID-19**

**Michigan Department of Health and Human Services**

<https://www.michigan.gov/coronavirus/>

Call the COVID-19 Hotline at 888-535-6136  
 8 a.m. to 5 p.m., Monday - Friday

Email [COVID19@michigan.gov](mailto:COVID19@michigan.gov)Emails will be answered as quickly as possible from 8 a.m. to 5 p.m., Monday – Friday

**Governor Gretchen Whitmer**

<https://www.michigan.gov/whitmer/>

Governor Gretchen Whitmer  
 P.O. Box 30013  
 Lansing, Michigan 48909

517-373-3400  
517-335-7858 (Constituent Services)

**Centers for Disease Control and Prevention**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Call 800-232-4636

[Email CDC-INFO](https://wwwn.cdc.gov/dcs/contactus/form)

**Occupational Safety and Health Administration**

<https://www.osha.gov/SLTC/covid-19/>

Occupational Safety and Health Administration  
200 Constitution Ave NW  
Washington, DC 20210  
 [800-321-6742](tel:800-321-6742) (OSHA)  
[www.OSHA.gov](https://www.osha.gov/)

**Michigan Occupational Safety & Health Administration (MIOSHA)**

**530 W. Allegan Street  
P.O. Box 30643   
Lansing, Michigan 48909-8143**

Email: [MIOSHAinfo@michigan.gov](mailto:MIOSHAinfo@michigan.gov).

Phone: 517-284-7777.