

Contingency Care Phase Clinic Policies

The following policies apply to all owners and employees of _____ (Clinic), taking immediate effect and remaining so through the latest expiration date of Proclamation 20-24.1 and Proclamation 20-46, including any amendments and/or extensions thereto.

For the purposes of these policies, the following terms refer to the following individuals. Each employee must initial by their name to acknowledge receipt of these policies.

		Initials
Managing Chiropractor(s):	_____	_____
	_____	_____
	_____	_____
Other Chiropractor(s):	_____	_____
	_____	_____
	_____	_____
Clinic/Office Manager:	_____	_____
Other Staff:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

PPE Supply and Conservation Policy

The Clinic will maintain at all times a minimum seven (7) day supply of Personal Protective Equipment (PPE). After a thorough review of clinic operations and services offered, the Managing Chiropractor has determined that the following PPE items must be stocked (check all that apply):

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Masks (N95) | <input type="checkbox"/> Masks (Non-N95) | <input type="checkbox"/> Masks (Other) |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Face shields | <input type="checkbox"/> Goggles |
| <input type="checkbox"/> Gowns | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

The Managing Chiropractor has also determined that a seven (7) day supply of each of these consists of:

- Masks (N95) _____
- Masks (Non-N95) _____
- Masks (Other) _____
- Gloves _____
- Face shields _____
- Goggles _____
- Gowns _____
- _____
- _____

The following staff member(s) is/are tasked with monitoring the current supply of PPE on a daily basis:

_____.

Designated staff will report daily to the Clinic/Office Manager the status of PPE.

If at any time the current supply of any of these items depletes below the amount indicated above, the Clinic will take appropriate steps to ensure the supply replenished. If the supply of any of these items depletes to the point where it will be completely exhausted before it can be replenished, the clinic will suspend treatment of non-urgent patients until such time that the supply can be replenished.

All Clinic employees will wear PPE appropriate for their level of exposure to others at all times during the work day. This rule may be suspended for employees who work alone or whose duties do not involve in-person contact, or for those who have a medical condition contraindicating the use of masks.

Employee Feedback Policy

All Clinic employees are encouraged to provide feedback on the care delivery processes, PPE usage, and technology options available to expand and improve care. Staff should direct this feedback to the Clinic/Office Manager. Other Chiropractors should direct this feedback to the Managing Chiropractor. The Clinic/Office Manager will relay staff feedback as appropriate, and direct his/her own feedback, to the Managing Chiropractor.

Infection Prevention Policy

The Managing Chiropractor will review at regular intervals the CDC guidance pertaining to infection prevention and will incorporate that guidance as appropriate into Clinic operations.

Employees Exposed to COVID-19 Policy

All Clinic employees are required to immediately report to either the Managing Chiropractor, or to one of the Other Chiropractors, the development of any COVID-19 symptoms they are experiencing or that a member of their household is experiencing. Employees are also required to immediately report to the

Managing Chiropractor any positive COVID-19 test results received by them or a member of their household.

Employees experiencing COVID-19 symptoms must be seen by their primary care physician for further assessment and possible COVID-19 testing before returning to work. Employees with positive COVID-19 tests, and employees whose household members have a positive COVID-19 test, may not return to work until cleared by their primary care physician.

No Clinic employee will be subject to discipline or termination for reporting COVID-19 symptoms or a positive COVID-19 test, regardless of whether the symptoms or test results pertain to the employee or a member of their household.

Non-Punitive Sick Leave and Alternative Work Conditions Policy

The Clinic will work with employees to accommodate sick leave requests. Those who are not medically cleared to work in the clinic but are able to work, and whose duties may be performed remotely, will be permitted to do so to the extent possible. If remote work or other alternative work arrangement is not feasible, the employee will be permitted to use any and all accrued leave options, in any sequence and at the discretion of the employee, without risking adverse employment action.

If an employee's paid time off is exhausted during the leave period, the employee's health insurance benefits will remain in effect until the employee is deemed eligible to return to work.

Any terms of any employment contract or other Clinic policies that contradict or interfere with this policy will be unenforceable during the period this policy is in effect.

In the event no work reasonably exists for the employee to perform, such as a reduction in force or curtailment or cessation of business operations, the Clinic may take employment actions as necessary, up to and including termination. However, in such cases, employment actions shall not adversely affect the employee's eligibility for unemployment benefits.

Additionally, if there is work for the employee to perform, the employee is medically able to perform it, and the employee refuses to return to work, then the Clinic may take adverse employment action, up to and including termination.