

# Coronavirus Management

Policy and Procedures

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# Coronavirus Management Policy

## 1. Purpose

The purpose of this policy is to assist in the operation of healthcare facilities during a regional public health emergency, epidemic, or pandemic, such as COVID-19 (Coronavirus), and ensure that **[Facility]** is ready to meet the healthcare needs of patients during such times. **[Facility]** recognizes that unlike natural disasters, the disruption to healthcare and business operations in a pandemic will be patient and human-resource focused and has created a plan that accounts for staff absences without compromising the quality of care provided to patients.

Contact information for **[Facility]** management in charge of pandemic planning and response along with local, state, and public agencies is attached to this procedure and will be updated as needed.

Information, resources and recommended best practices from the Centers for Disease Control and Prevention (CDC) will be monitored continually.

## 2. Scope

This policy applies to each **[Facility]** location, regardless of whether there are confirmed cases in the community, and covers all employees, patients and visitors at that location.

## 3. Roles and Responsibilities

Role	Responsibilities
Everyone	<p>Wash hands often with soap and water for at least 20 seconds, use bend of arm or tissues to cover sneezes and coughs, keep surfaces sanitized, and stay at home if sick.</p> <p>Use of hand sanitizer is required prior to entering <b>[Facility]</b>.</p>
Employees	<p>At the beginning of an outbreak, epidemic or pandemic, employees should inform their supervisors of any household members who are healthcare professionals, first responders or children to ensure that sufficient standby staff is available in case the employee needs to call out.</p> <p>Employees who have symptoms such as cough, fever, or difficulty breathing must stay home and may not return to work until they are asymptomatic for 24 hours. If an employee develops these symptoms during the work day, the employee will immediately be isolated and sent home.</p>

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	<p>Employees who have had potential or actual exposure to an individual infected with COVID-19 must stay home for 14 days. <b>[Facility]</b>'s current leave of absence policy will apply.</p> <p>Employees diagnosed with COVID-19 by a healthcare professional must remain home and may not return to work until medically cleared to return.</p>
Coronavirus Management Coordinator (CMC)	The Coronavirus Management Coordinator (CMC) will continually monitor local, state, and federal guidelines and implement them as needed.

### 4. Coronavirus Management Procedures

- a. Employees will be encouraged to pay attention to the CDC website and local news sources to keep apprised of the COVID-19 outbreak.
- b. Employees with work responsibilities which may be performed at home may submit an email request to the appropriate supervisor to work from home. Employees with responsibilities which must be performed at **[Facility]** should report to work as scheduled unless they are ill or instructed otherwise by their supervisor.
- c. Posters will be displayed throughout each **[Facility]** location describing hand-washing and cough etiquette.
- d. **[Facility]** will implement an email communication plan addressing steps for employees to take to decrease the risk of contracting an illness.
- e. **[Facility]** will make available CDC-approved disinfecting wipes and hand sanitizer throughout the facilities, and ensure that tables, doorknobs, and restrooms are more frequently cleaned using antibacterial wipes or spray.
- f. Food services will be cleaned after preparation of meals. Food will not be shared and leftovers will be bagged and thrown away in outside garbage receptacles.
- g. Employees, patients and visitors will be monitored for fever, cough or difficulty breathing and any symptomatic employees or visitors will be sent home or asked to leave **[Facility]** immediately.
- h. **[Facility]** will take appropriate precautions to ensure that business processes are not dramatically affected (e.g., ensuring employees receive their paychecks as scheduled).

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- i. **[Facility]** will assess available staff, reconfigure shift times as needed to ensure adequate patient care, and may instruct non-essential employees to work from home.
- j. **[Facility]** will determine when employees may return to previously scheduled times and days.

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