



<b>Coronavirus Preparedness</b>	
<b>Approved by:</b> Kevin C. Joyce, Executive Director	<b>Initial Approval Date:</b> March 23, 2020 <b>Revision Date:</b> March 18, 2020

## Introduction

In preparation for the coronavirus outbreak, Orlando Orthopaedic Center (OOC) will have the following measures in place to protect our patients and employees.

## Preparedness

### Notice to Individuals

Notices regarding OOC's policy on COVID-19, are being provided as follows:

1. Patient facing signage is located at the front door of each office and reception desk. The sign reads ***"If you are experiencing cold or flu-like symptoms such as cough, fever, and shortness of breath, please reschedule your appointment by calling 407-254-2550."***
2. A notice is on our website stating: ***"Orlando Orthopaedic Center is following CDC guidelines in regards to the Coronavirus (COVID-19) and is taking precautions to prevent its spread. Our goal is to continue providing you the best possible treatment to your orthopaedic needs. However, the safety of our employees and patients is our utmost concern. If you are experiencing symptoms of cough, fever, breathing difficulties or shortness of breath, we ask that you please do not come into our office and contact us at 407-254-2550 to reschedule any appointment you may have."***
3. Appointment Reminder script has been modified. The phone script now includes the following message: ***"If you are experiencing cold or flu symptoms we ask that you contact our office at 407-254-2550 to reschedule your appointment"***
4. Visual alerts (i.e. posters) will be posted at each office and in strategic places (i.e. waiting areas, elevators) to provide patients with instructions about hand hygiene, respiratory hygiene, and cough etiquette.

### Individuals Screening

The temperatures of Individuals (patients, visitors, employees, physicians) entering our premises will be checked. Anyone with a temperature of 100.4 or higher will not be allowed in our premises.

In addition to the temperature check, individuals will be asked the screening questions below. OOC workforce members (i.e. employees, contract workers, etc.) are to screen themselves daily by asking the screening questions below.

1. ***In the last 14 days, have you traveled within U.S., internationally, or on a cruise? If so, where?***
2. ***Have you been in contact in the last 14 days with someone that is a confirmed case of COVID-19?***
3. ***Do you have a fever or symptoms of respiratory illness (i.e. cough, sore throat, shortness of breath/breathing difficulties)?***

Refer to the Coronavirus Screening Tool documents the appropriate action steps to be taken once the screening is complete.

OOC will follow CDC guidelines to identify those areas considered "Hot spots".

Individuals (including workforce members) having traveled within 14 days on a cruise or from a CDC considered “hot spot” will not be allowed in the premises; appointment will be rescheduled based on the urgency of the appointment.

Since OOC conducts all its business in the State of Florida, for purposes of this section, should the State of Florida be categorized as a “hot spot”, OOC will follow the governor’s mandate.

### **Workforce**

Our workforce is expected to abide by the following measures:

1. **Attendance**

Employees are to report to work as scheduled.

On a daily basis, employees are to screen themselves by answering the screening questions above. Follow the action steps for Employees outlined above.

In the event that an employee is confirmed or has the potential to be a case of COVID-19, the employee will be asked to remain at home until medically cleared.

Every effort will be made to provide coverage for vacant positions. In the event a position (i.e. X-ray Tech) cannot be covered and clinic is negatively impacted, all practitioners assigned to the affected location will be notified.

Shall it become necessary to close any of our offices; the decision to close will be made by the Executive Director under the direction of the Board.

2. **Meetings**

All meetings at OOC offices that involve outside representatives or vendors are to be suspended or replaced with meetings via phone/go-to-meeting. For meetings currently scheduled, employees are to make every effort to reschedule or conduct the meeting electronically.

3. **Marketing**

Visits by OOC staff to other physician offices for marketing purposes have been restricted until further notice.

4. **Travel Between Offices**

Employee travel between offices is to be reduced as much as possible.

5. **Protection / Education**

Facial tissues and hand sanitizers have been distributed to all departments and made available at high traffic areas for easy accessibility. Education on hand hygiene and cough etiquette from CDC have been provided to all employees via email and visual alerts will be posted in breakrooms and restrooms

### **Translation**

Translation services may be limited to video or phone translation.

### **Office cleaning protocols**

A cleaning protocol will be distributed to all staff. The protocol informs the staff to regularly clean workstations and exposed areas during business hours and after each patient encounter.

### **Personal Protective Equipment (PPE)**

Due to the current distribution shortage of PPEs and their high dependency on proper fit and correct usage, facemasks will be limited to staff caring for patients that are confirmed or have the potential to be a case of COVID-19.

OOC has both, regular facemasks and N95 masks at all office locations. Since OOC has a very limited amount, N95 masks are kept in a secure location and will be distributed on an as needed basis. Staff in need of a N95 mask when treating a confirmed or potential case of COVID-19 should ask the corresponding office manager.

### **Interacting with patients with known or suspected COVID-19**

When interacting with patients with known or suspected COVID-19, Physicians, PAs, and CAs should:

- Limit the number of staff exposure; communicate with appropriate personnel before encounter.
- Have the patient wear a mask.
- Expedite the patient visit.
- Evaluate the patient in a private room with the door closed.
- Adhere to Standard Precautions.
- Follow sequence for putting on and removing PPE.
- Use a facemask, gown, gloves, and eye protection.
- Perform hand hygiene before and after removing PPE, including gloves.
- Treat potentially coronavirus contaminated soiled linen and garments as medical waste.
- Once the patient is discharged, place a sign for the room not to be used. Refrain from entering the vacated room until sufficient time has elapsed for enough air changes to remove potentially infectious particles. After this time has elapsed, the room should undergo appropriate cleaning and surface disinfection.

### **Contacting County Health Department**

The Florida Department of Health (in its “Clinician Screening Tool for Identifying Persons Under Investigation for Coronavirus Disease 2019 (COVID-19)”) asks that the county health department be notified immediately if a patient meets the criteria for a patient under investigation for COVID-19.

Refer to the Florida Department of Health (Florida Health) Contact Information For Providers to Report Diseases and Conditions Attachment for contact information.

### **Monitoring Exposed Personnel**

Any member of OOC’s workforce that experiences exposure or potential exposure to COVID-19 should be monitored and assessed for symptoms. As mentioned above, workforce members are to self-screen daily.

Types of monitoring:

- **Self-monitoring** – potentially exposed workforce members should monitor themselves for fever by taking their temperature twice a day and remaining alert for respiratory symptoms (e.g. cough, shortness of breath, sore throat). If a fever or any respiratory symptoms develop, workforce member should notify a member of management and follow the Coronavirus Screening Tool guideline.
- **Active monitoring** – workforce members with high-or-medium risk exposure may be required to undergo active monitoring, in which the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms. They may delegate the monitoring to the facility.

CDC recommends workforce members with high-or-medium risk exposures communicate at least once each day with state or local public health authority. The mode of communication can be determined by the state or local public health authority.

In the event that this occurs, OOC will notify the County Health Department and will remain in communication with both the affected individual and the local health department.

- **Self-monitoring with delegated supervision** – workforce members perform self-monitoring with oversight by the facility in coordination with the health department of jurisdiction, if both the health department and the facility are in agreement. On days the workforce member is required to work,

OOC could consider measuring temperature and assessing symptoms prior to the workforce member starting work.

**Risk Exposure Categories:**

As of the time of this guideline, per CDC, it is reasonable to consider the following definitions:

- Prolonged exposure: an exposure greater than a few minutes
- Close contact: being within approximately 6 feet of a person with COVID-19 for a prolonged period of time or having unprotected direct contact with infectious secretions or excretions of the patient

Risk assessment will be conducted to assess the risk of exposure for the purpose of clinical decision making or individualized public health management. OOC will use clinical judgement to assess risk and determine work restrictions as needed.

**Related Documents:**

- Coronavirus (COVID-19) Screening Tool