

COVID-19 Preparedness Plan for AcuHaus

AcuHaus is committed to providing a safe and healthy workplace for all our staff and patients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among patients, staff, and management. Only through this cooperative effort can we establish and maintain the safety and health of our patients, staff, and workplace.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. AcuHaus managers/staff have our full support in enforcing the provisions of this policy.

Our staff is our most important asset. We are serious about safety and health and keeping our staff working at AcuHaus. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by requesting their suggestions via email and implementing them if possible. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. All staff will be screened with a symptom questionnaire and thermometer reading. Anyone having a fever (99.4F or higher), a cold or flu symptoms (such as, but not limited to: cough, sneezing, chills/fever, body aches) will not be allowed to stay at the premise for work or acupuncture therapies. Staff will call, text, or email Dr. Lipson if they meet any of the criteria outlined above. If a staff member has any of the following begin while working at AcuHaus, they will immediately inform Dr. Lipson and they will be relieved from their duties that day and until they are safe to return to work.

AcuHaus has implemented leave policies that promote staff members staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The sick pay policy will be enforced according to their respective employment contract. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees will retain their position and will have the benefits outlined in their respective employee contracts.

AcuHaus has also implemented a policy for informing workers as soon as they have been made aware of exposure to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, AcuHaus follows strict HIPPA standards protecting the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff members are instructed to wash their hands for at least 30 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, after any physical contact with another employee or patient, prior to any mealtimes and after using the toilet. Chinese medicine practitioners have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Proper handwashing technique is posted on the bathroom mirror for all to follow.

Respiratory etiquette: Cover your cough or sneeze

All persons entering AcuHaus are required to wear a mask or covering over their mouth to assist in the prevention of spreading Covid-19. Staff and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: each treatment room is separate from the others and UV air purifiers are running in every treatment space, including the lobby and breakroom. Masking signage is posted on the exterior entrances. AcuHaus will provide recommended protective supplies, such as masks, gloves, and disinfectant for workers. Treatment spaces will be thoroughly disinfected in between treatments. Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, including restrooms and break rooms.. Frequent cleaning and disinfecting with disinfectant wipes and/or spray will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, printers, etc.

Communications and training

This Preparedness Plan was communicated by email to all staff prior to their returning to the workplace and necessary training was provided. Additional communication and training will be ongoing as changes are made and provided to all workers who did not receive the initial training. Managers are to monitor how effective the program has been implemented by assessing the effectiveness and keeping abreast of changes from the CDC and OSHA. Management and staff are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by AcuHaus management and was posted throughout the workplace 5/1/2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "Angela Lipson", with a long horizontal flourish extending to the right.

Dr. Angela Lipson, DCM, L.Ac.

President, AcuHaus

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf