**Departmental COVID-19 Work Plan Template- Outpatient Health Care Facilities**

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| **DEPARTMENT:** | **BUILDING:** |
| **DATE:** | **SUBMITTED BY:** |

Refer to the [U-M COVID-19 Preparedness and Response Plan](http://ehs.umich.edu/wp-content/uploads/2020/05/UM-COVID-19-Preparedness-and-Response-Plan.pdf) prior to completing this template. The plan focuses on the implementation of engineering, administrative, and work practice controls and personal protective equipment (PPE), in the effort to control employee exposures to the extent feasible and will provide the details necessary to complete this work plan.

Complete the work plan template below and submit to leadership for approval EHS is available for consultation or review.

**Consistent with the State of Michigan’s Executive Order, departments are expected to continue to work remotely where possible, until further notice by the UM leadership.**

Initial Checklist:

* Directors identify specific department operations and employees that can continue to work remotely.
* Establish a draft timeline for operations and employees that must return to campus, in preparation for the Fall semester.
* Where possible, identify employees with higher risk for COVID-19 and work with HR for possible accommodations. i.e. work remotely or temporarily limited contact.
* Review the [U-M COVID-19 Preparedness and Response Plan](http://ehs.umich.edu/wp-content/uploads/2020/05/UM-COVID-19-Preparedness-and-Response-Plan.pdf) for on campus employees.

All employees returning to campus will be required to complete online COVID-19 Safety Training. [EHS\_OHS\_COVIDw  COVID-19: Working Safely at U-M](https://maislinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D47721%26UserMode%3D0)

This applies to Outpatient Health Care Facilities which includes clinics, dental office.

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| **Workplace Requirements** |
| 1. Staffing and Worksite Plan to reduce density in the workplace to promote ability to socially distance > 6ft. |
| *Describe your plan for employees which should include remote work to the extent feasible. Include plans for staggering shifts, start times, rotation of days etc. for staff that must be in the office. Also describe measures to ensure social distancing in the work areas to include spreading out of work spaces, staggering usage, restricting non-essential common spaces, and visual cues to guide movement and activity.* |
| 2. A dedicated entry point(s) for all employees is in place to reduce congestion at the main entrance and visual indicators of appropriate spacing are provided for employees outside of the building in case of congestion. Steps are in place to reduce entry congestion.  |
| *Describe entry process for employees and how this will be managed to avoid congestion* |
| 3. A daily [Daily Self-screening Protocol](http://ehs.umich.edu/wp-content/uploads/2020/05/COVID-19-Daily-Self-Screening-Protocol.pdf) is in place for all employees. All employees should be reminded that they should stay home if they are feeling sick or if at work, they should leave immediately if they begin to feel unwell.  |
| *Describe how your department will implement the daily self-screening protocol.* |
| 4. Procedures are in place for testing, contact tracing and notification of other employees for employees who are tested positive for COVID-19. Refer to the [EHS Contract Tracing Protocol for Positive COVID-19 cases for Ann Arbor Campus Employees at the University of Michigan](http://ehs.umich.edu/wp-content/uploads/2020/05/Contact-Tracing-Employees.pdf) |
| 5. Training is required for all personnel who will be on site. Training available through My Linc: [EHS\_OHS\_COVIDw COVID-19: Working Safely at U-M](https://maislinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D47721%26UserMode%3D0) |
| 6. One or more on-site supervisors are designated to implement, monitor and report on this department specific COVID-19 plan. The supervisor must remain on-site at all times when employees are present on-site. (Note: An on-site employee may be designated to perform the supervisory role.) |
| *Describe how your unit plans to fulfill the role of a designated on-site supervisor* |

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| **Health and Safety Measures:** *These measures must be reinforced by supervision as essential behaviors that will help minimize COVID-19 exposures within a work area.* |
| 1. Use of face coverings is required. Refer to the [University of Michigan Face Covering Policy for COVID-19](http://ehs.umich.edu/wp-content/uploads/2020/07/U-M-Face-Covering-Policy-for-COVID-19.pdf) |
| 2. Require social distancing of greater than 6 feet, unless not feasible for certain essential work tasks. |
| 3. Ensure adequate access to handwashing facilities are available or provide hand sanitizer containing greater than 60% alcohol.  |
| 4. Post signs about the importance of personal hygiene including respiratory etiquette, handwashing, social distancing, etc .  |
| 5. Ensure adequate access to cleaning and disinfecting supplies and require employees to wipe down their workstations at least twice daily. Additionally, high-touch surfaces should be routinely disinfected and sharing of any items should be minimized. |
| 6. Contact EHS for an assessment of additional cleaning that may be necessary in the event of a positive COVID-19 case. |

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| **Additional Measures that Apply specific to Outpatient Health-care Facilities:**  |
| 1. Continue to employ telehealth and telemedicine to the greatest extent possible.*Describe how this is being employed within your unit.* |
| 2. Signs must be posted at entrance(s) instructing patients to wear a face-covering when inside.  |
| 3. Waiting areas should be limited in occupancy to the number of individuals who can be present while staying six feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.*Describe process for limiting occupancy* |
| 4. Waiting rooms must be marked to enable six feet of social distancing (e.g. by placing x’s on the ground and/or removing seats in the waiting room). |
| 5. Contactless sign-in must be enabled (e.g. sign In on phone app) as soon as possible*Indicate status for enabling contactless sign-in* |
| 6. Special hour for highly vulnerable patients including the elderly and those with chronic conditions are required.*Indicate plan for highly vulnerable patients* |
| 7. Conduct a common screening protocol for all patients including a temperature check and questions about COVID-19 symptoms.*Describe patient screening protocol* |
| 8. Hand Sanitizer and face coverings must be available at patient entrances |
| 9. All employees need to follow PPE requirements per CDC and MIOSHA |
| 10. Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure. |
| 11 Install physical barriers at sign, temperature screening, or other service points that normally require personal interaction (e;g. Plexiglas, cardboard, tables)*Describe measures to install barriers when needed.* |
| 12. Limit the number of appointments to maintain social distancing and allow adequate time between appointments for cleaning.*Describe process for appointments and cleaning between appointments.* |
| 13. Employ specialized procedures for patients with high temperatures or respiratory symptoms (e.g.special entances, having them wait in the car) to avoid exposing other patients in the waiting room. |
| 14. Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients. |

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| **Exposure Determination****Refer to pages 6-8 of** [**COVID Preparedness and Response plan**](http://ehs.umich.edu/wp-content/uploads/2020/05/UM-COVID-19-Preparedness-and-Response-Plan.pdf) |
| **Job Title** | **Exposure Determination****(Low, Medium, High)** |
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| **For Medium Exposure Risk Jobs detail additional controls that will be in place beyond the requirements listed above or include the risk assessments that have been conducted. EHS can assist in the** [**risk assessment**](http://ehs.umich.edu/wp-content/uploads/2020/06/COVID-19-Risk-Assessment.xlsx) **process.** |
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Note: Medium Exposure Risk - These jobs include those that **require** frequent and/or close contact (within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.