

## ESKENAZI HEALTH SAFETY PLAN

Eskenazi Health takes the health and safety of our employees very seriously. In response to the spread of “COVID-19,” and in compliance with the Governor’s Executive Order 20-26, we have developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), the State of Indiana and Eskenazi Health Infection Prevention & Control, and is subject to change based on further guidance from these and other public health agencies. Eskenazi Health leadership will monitor coronavirus-related guidance and will communicate any changes to this Plan. For employees, please also visit the COVID-19 page on Eskenazi Health’s intranet site, E-Hub, for ongoing and detailed information regarding COVID-19.

Please familiarize yourself with this plan, as well as the COVID-19 page on E-Hub. We are counting on all employees to do their parts to promote a healthy, safe working environment. If you have any questions about the Plan, please contact your supervisor.

### **EMPLOYEE HEALTH SCREENING PROCESS:**

Eskenazi Health has instituted the following health screening process for all employees on-site at our facilities:

- *Symptom Assessment Self-Monitoring:*
  - *Eskenazi Health relies on all employees to use good judgment to keep themselves, their coworkers and our patients safe. Employees should not come to work if ill.*
  - *Employees should perform a symptom check prior to coming to work.*
  - *If the employee has a fever of 100.4 or higher, they are instructed to **not report to work** and to please use their departmental call-in process.*
  - *If the employee experiences symptoms suggestive of COVID-19 (new onset cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell), they should self-isolate, not come to work, and seek medical attention as described more fully in the FAQs located on the COVID-19 page on E-Hub. Inform your primary care provider of your symptoms and/or potential exposure before going to the health facility.*
- *COVID-19 Testing and Diagnosis:*
  - *If employees test positive for COVID-19, or if their primary care provider determines they have symptoms consistent with the virus, the employees should notify Eskenazi Health Occupational Health via phone at 317.880.3303.*
  - *Occupational Health will direct the timeline governing when the employee may return to work (please refer to the Return to Work guidelines on E-Hub).*

### **ENHANCED CLEANING AND DISINFECTING PROTOCOLS FOR THE WORKPLACE:**

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- *Eskenazi Health will provide disinfectant wipes and hand sanitizer throughout our facility*

and to employees. We ask each employee to regularly wipe down any high-touch area in the employee's personal workspace, including keyboards, phones, light switches, sinks, tables and handles.

- For areas with confirmed COVID-19 patients, our process, as approved by Infection Prevention & Control, for disinfecting the room is terminally cleaning once with our hospital grade disinfectant (Hyperfect) and cleaning it once again with 10:1 bleach solution. Before the area/rooms are released for occupancy they have been thoroughly disinfected.
- For public spaces, Eskenazi Health Environmental Services team members clean and disinfect the high-touch points daily (elevator buttons, door handles, bathrooms, handrails, seating areas, counter tops, etc.). As services increase, we will ramp up the frequency of disinfecting depending on patient volumes.

#### **ENHANCED PERSONAL HYGIENE MEASURES:**

Eskenazi Health requires all employees to wash their hands with soap and water regularly and thoroughly, including, at minimum, at the beginning of each shift and upon returning from any break. In addition:

- Eskenazi Health provides hand sanitizer stations throughout the workplace for employees, patients and visitors to use.
- Eskenazi Health already has an extensive number of hands-free doors, faucets and toilets. Additionally, we are evaluating the need and ability to augment what is already in place.

#### **SOCIAL DISTANCING:**

Eskenazi Health requires all employees, customers and visitors to follow the social distancing requirements established by the CDC, including maintaining 6-foot social distancing for both employees and members of the general public when possible. In addition:

- All individuals (e.g., staff, physicians, patients, visitors, contractors) are to wear an appropriate mask at all times in all Eskenazi Health facilities (please check the PPE guidelines posted on E-Hub).
- Enhanced visitor restrictions have been put in place in most patient care units which prohibit any visitors (for exceptions, please review E-Hub).
- Patients coming to Eskenazi Health for any reason are screened for possible COVID-19 symptoms and referred for testing or care if they are experiencing them. They are informed that they will be screened on arrival and must wear a mask while on the premises.
- Employees who are able to work remotely should continue to do so at the direction of their senior leaders.
- Many tools and guidelines have been put in place to help facilitate remote work. These tools, which are described in detail on the COVID-19 page on E-Hub, include, but are not limited to:
  - Eskenazi Health Remote Applications Access Instructions
  - Avaya 1X workplace

- *Webex*
- *Documentation for best practices for Webex meetings*
- *Directions for setting up and accessing work voicemail remotely*
- *Guidance and expectations for video conferencing and telehealth solutions*
- *To facilitate social distancing in many waiting areas, we have designated 6-foot distances utilizing signage and floor markings (e.g., outpatient pharmacy waiting area, Ingram Micro Mobility Marketplace, registration areas) and, where able, we have relocated or marked furniture (in particular chairs) to accommodate and indicate appropriate spacing.*
- *Food items from the Ingram Micro Mobility Marketplace are only available for carryout.*
- *Staff continue to be encouraged to stagger meals and other breaks to limit the occupancy in respite areas or social hubs.*
- *Eskenazi Health has embraced to the extent possible, the maximal use of telehealth to care for our patients.*
- *Eskenazi Health pharmacies have implemented delivery services to accommodate vulnerable or high-risk patients.*
- *Facilities has made many changes throughout the organization to furnish departments with plexi-glass sneeze guards where necessary (e.g., registration, screening desks at entrances, financial counseling, outpatient pharmacy, etc.).*
- *Most retail restaurants and shops remain closed at this time.*