OUTPATIENT HEALTH-CARE FACILITIES CHECKLIST FOR REOPENING

Below is a breakdown of the requirements of the Governor's latest Executive Orders, which establishes safeguards for employees leaving their residence to work and pursuant to Executive Directive 2020-6 which establishes the Office of Worker Safety.

THE EO REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:

- **Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines - a fillable form can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Designate** a workplace supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- **Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- **Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people - employee screening forms can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- **Provide** non-medical grade face masks to all employees.
- **Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other.
- **Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces. Procedures can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Develop** protocols to be used for cleaning if there is a positive test at the location
- **Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently
- **Notify** the local health dept. and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive,
- **Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others
- **Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection
- **Restrict** business related travel to essential travel only
- **Encourage** employees to use PPE and hand sanitizer on public transportation
- **Promote** remote work to the fullest extent possible
- **Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.
- **Maintain** records of employee trainings, daily screenings and employees identified with COVID-19 and what steps were taken.
OUTPATIENT HEALTH-CARE FACILITIES (CLINICS, PRIMARY CARE PHYSICIAN OFFICES, DENTAL OFFICES, AND VETERINARY CLINICS) MUST:

- Post signs at entrance(s) instructing patients to wear a face covering when inside.
- Limit waiting-area occupancy to the number of individuals who can be present while staying 6ft away from one another and ask patients, if possible, to wait in cars for their appt. to be called.
- Mark waiting rooms to enable 6ft of social distancing.
- Enable contactless sign-in.
- Add hours for vulnerable patients, including the elderly and those with chronic conditions.
- Conduct a screening protocol for all patients, including a temp check and COVID-19 symptom questions.
- Place hand sanitizer and face coverings at patient entrance(s).
- Require employees to properly use PPE in accordance with the CDC and OSHA guidelines.
- Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an exam/procedure.
- Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction.
- Employ telehealth and telemedicine to the greatest extent possible.
- Limit the number of appts. to maintain social distancing and allow time between appts. for cleaning.
- Employ specialized procedures for patients with high temps or respiratory symptoms (e.g., special entrances, having them wait in their car).
- Deep clean exam rooms after patients with respiratory symptoms and clean rooms between all patients.
- Establish procedures for building disinfection if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case.

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. The latest EO establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders. For DHD4 specific business materials, such as signs and additional guidance documents, please visit www.dhd4.org/covid19/business.