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| L.O. EYE CARE COVID-19 Preparedness and Response Plan | Department | HR |
| | Document No. | 1050.7 |
| | Effective Date | 04/01/2020 |
| | Revision Date | 05/18/2020 |

1.0 Scope:

All L.O. Eye Care employees

2.0 Policy:

It is the policy of L.O. Eye Care to provide a safe and healthy workplace for all of our team members. To ensure that standard is achieved, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan together. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our Preparedness and Response Plan follows Centers for Disease Control and Prevention (CDC), federal, state, local health agency orders and 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 workers; and
- management and supervision necessary to ensure effective implementation of the plan.

3.0 Procedure

Federal, state, and local recommendations will be followed regarding the development of contingency plans for situations that arise as a result of an outbreak of a COVID – 19 which may include the following:

- Absenteeism
- Difficulty getting needed infection prevention supplies due to increased consumer demand
- Delayed or cancelled shipments
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations.

Exposure Risk:

Job tasks have been divided into four exposure levels by OSHA to help determine appropriate precautions.

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Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

L.O. Eye Care Staff will be in the medium exposure risk level because we will plan not to have patients who have suspected or known SARS-CoV-2 in the facility, however, L.O. Eye Care staff could occasionally be in the medium exposure risk level as close contact is necessary and we may have patients who may not be known or suspected SARS-CoV-2 but still may be infected and not symptomatic.

Protection for Lower Exposure Risk

- L.O. Eye Care will monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. We will frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Staff will use the PPE that they are instructed to use for other job tasks.

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Protection for Medium Exposure Risk

- Sneeze guards will be installed at the front desk/reception and contact lens stations.
- Face masks will be offered to employees, physicians, and visitors to contain respiratory secretions until they leave the facility (i.e., for medical evaluation/care). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

Personal Protective Equipment

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

Infection Prevention Measures

Hygiene and infection control measures will be implemented including:

- Frequent and thorough hand washing. Staff, physicians, and patients will be provided with a place to wash their hands. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol will be provided in multiple locations throughout the building.
- Staff, physicians, patients, and visitors will be encouraged to stay home if they are sick.
- Staff, physicians, patients, and visitors will be encouraged to use respiratory etiquette, including covering coughs and sneezes.
- Tissues and trash receptacles will be provided.
- If social distancing is mandated, employees who work in an office together will be placed in separate offices or the recommended distance away from each other. If Stay at Home Orders are issued, employees may be asked to work from home if possible.
- Staff will be discouraged from using other workers’ phones, desks, offices, or other equipment, when possible.
- Regular housekeeping practices will be maintained, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. The cleaning agent will be an Environmental Protection Agency (EPA)-approved disinfectant with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will be followed.

Examples:

- All tools and equipment will be disinfected between patients.
- All surfaces in exam rooms will be disinfected between patients.
- Employees will wash their hands in between each patient.

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- Common areas (waiting rooms, stairwells, etc.) will be disinfected twice daily and additionally as needed.

Identification and Isolation of People Who Are Ill

- In order to protect staff, physicians, patients, and visitors, infectious individuals will be promptly identified and isolated.
- L.O. Eye Care will inform employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employees will be asked to report when they are ill or experiencing symptoms of COVID-19.
- If an employee, patient, physician, or visitor shows signs and/or symptoms of COVID-19, he or she will be asked to leave the building and call their primary care provider to receive further instructions from the doctor in regards to their condition.
- If an employee has been in close contact in the last 14 days with someone who tested positive for COVID-19, they are to self-monitor symptoms and temperature should be taken daily.
- If an employee becomes sick during the day, they are to be sent home immediately and surfaces in their workspace should be cleaned and disinfected.
- At the time of appointment scheduling the patient is pre-screened by patient relations representative or receptionist prior to appointment and asked to reschedule if they are feeling ill or having symptoms related to COVID-19.
- Patients are pre-screened prior to proceeding with their appointment.
- Social distancing and hand hygiene measures are encouraged throughout the building with signs.
- See policies “Patient COVID-19 Screening” and “Employee COVID-19 Screening” for further details.

Workplace Flexibilities and Protections

- Ill employees will be encouraged to stay home.
- Sick leave policies will be reviewed to ensure that they are flexible and consistent with public health guidance.
- L.O. Eye Care will not routinely require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Flexible policies will be maintained that permit employees to stay home to care for a sick family member.
- L.O. Eye Care will recognize that workers with ill family members may need to stay home to care for them. See CDC’s Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- L.O. Eye Care will listen to the concerns of workers’ about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. We will provide adequate, usable, and

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appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

Implementation of Workplace Controls

Engineering Controls:

- Clear plastic sneeze guards will be installed at the front desk/reception and contact lens stations.
- Physical markers will be placed on the floor for appropriate social distancing.

Administrative Controls:

- Postponement of all routine and non-essential visits until state guidelines are changed.
- Postponement of all elective and non-urgent procedures and surgeries until medical and state guidelines are changed.
- Limiting visitors in the facility and exam rooms to only those essential for the patient's care.
- Limiting number and timing of appointments if necessary.
- Utilizing the parking lot as a waiting area for patients.
- Limiting point of entry.
- Enhanced cleaning and disinfecting procedures.
- Use of telemedicine over face-to-face visits when possible.
- Screening protocols for staff and patients/visitors.
- Ill staff members will be encouraged to stay at home.
- Contact among workers will be minimized by replacing face-to-face meetings with virtual communications.
- A 6 foot distance will be maintained between staff as much as possible who are working at the facility.
- Staff will be updated regularly via email communication.
- Staff will be provided with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE) before returning to work.

Safe Work Practices:

- Resources and a work environment that promotes personal hygiene will be provided. L.O. Eye Care will provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for staff to clean their work surfaces.
- Employees are encouraged to use personal protective equipment and hand sanitizer on public transportation.

