

APTUS HEALTH CARE**POLICY AND PROCEDURES**

Section 8	Date: 7/1/2020	Approved by: MH
POLICY: Workplace Safety and Health: 2019 Novel Coronavirus (COVID-19)	Policy # AHC-725i	Revised: 6/15/2021

Aptus Healthcare, an outpatient rehabilitation facility has established the following policy and procedures to ensure compliance to CDC guidelines in consistency with Human Health Services requirements.

Aptus Healthcare will offer Telehealth services for all patients who qualify and choose to receive therapy through this format.

Workplace Safety and Health
2019 Novel Coronavirus (COVID-19)

Aptus Healthcare

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Overview

What you should know about the Coronavirus and your Employment

As the novel coronavirus, known as COVID-19, has spread globally and in the United States, our company is following the developments closely. We care about your health and your family's health. Please take time to read the FAQs provided as we continue to monitor this situation and encourage you to only gather information from credible and verified sources as referenced below.

COVID-19 CORONAVIRUS OVERVIEW

What is the “coronavirus” and how is it transmitted?

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the virus is principally spread person to person mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. It may also spread when a person touches a surface or object that has virus upon it and then touches their eyes, nose, or mouth or in other ways.

How can I help prevent the spread of respiratory viruses like the coronavirus?

- Wash your hands frequently with soap and water for at least 20 seconds.
- If soap and water are not available, use alcohol-based hand sanitizers containing at least 60% alcohol.
- Avoid close contact with people who are sick.
- Take simple measures to ensure cough and sneeze etiquette; cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing and sneezing.
- Avoid touching your eyes, nose and mouth with your hands.
- Routinely clean all frequently touched surfaces in your workspace and doorknobs.
- If you are sick, stay home and seek medical attention. If you have symptoms of COVID-19, please ask to be tested for the virus.

What are the symptoms?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure** to the virus. The most common symptoms of COVID-19 are fever and dry cough. Other symptoms can include chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

What if I am feeling sick but I'm not sure if I have coronavirus?

If you have any symptoms, we recommend you stay home and notify your supervisor. You are entitled to leave in accordance with company policy and applicable law.

What if I have come in contact with someone who has been exposed to the virus or feels sick?

Do not return to work without seeking medical attention/advice. You should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, you should at least remain at home for three days without a fever (achieved without medication) if you don't develop any other symptoms. If they develop symptoms, you should remain home for at least seven days from the initial onset of respiratory symptoms (e.g., cough, shortness of breath).

What should I do if I shouldn't return to work due to possible exposure?

- Immediately contact both your HR department and your supervisor. If work can be performed from home, you can request approval from your supervisor. If working from home is not an option, your HR department can assist you in applying for a Leave of Absence.
- Follow the instructions above. Seek immediate medical attention and/or advice from your doctor.
- Complete the necessary paperwork and follow all instructions provided to you by your HR Department and your doctor.

What should I do before returning to work if exposed?

- Please contact the HR Department before you return to work.
- Follow the instructions above. Do not report to work if you are sick or not feeling well, for any reason.
- If you get tested and receive a positive result, notify your supervisor immediately.

What should I do if I test positive for COVID-19?

- Immediately contact both your local HR department and your supervisor.
- Self-quarantine and allow for at least 10 days since symptoms first appear to pass before returning to work.
- Allow for 3 non-medicated days to pass after your last symptom.
 - Ex: If you had a fever, your fever must be gone for 3 consecutive days without the need of a fever-reducer in order for you to be able to return to work.

- You must show proof of two consecutive negative COVID-19 test results before returning to work. If a positive is received after a negative result, you will have to retake additional tests until two consecutive tests are negative.

What if I am prohibited from returning to work? What happens to my pay and benefits?

If your work from home request was approved, you must supervisor communicate the duration and determination to work from home. If productivity or communication falls below expectations, your supervisor may request your return to the facilities. If your work from home request is denied, you have the option of using available PTO or non-paid sick leave. Your HR Department can answer any other questions regarding your pay and benefits while you are on a Leave of Absence.

TRAVEL RECOMMENDATIONS AND RESTRICTIONS

Is Aptus Healthcare restricting travel?

Business travel is currently prohibited by Aptus Healthcare. We recommend that you refrain from traveling on your personal time for the foreseeable future. If you do travel, you should monitor warnings and alerts from the U.S. State Department and register your planned non-business trips with the U.S. Embassy or consulate. You should understand that you may not be permitted to return to work immediately upon your return from international travel.

HELPFUL RESOURCES FOR MORE INFORMATION

There are several resources to assist you in keeping up with the latest facts related to the coronavirus.

Aptus Healthcare is monitoring the situation closely and will also provide updates as needed.

- ❖ CDC-COVID-19 Website <https://www.cdc.gov/coronavirus/2019-nCoV/>
- ❖ Travelers' Health Website <https://wwwnc.cdc.gov/travel>
- ❖ Health Alert Network <https://emergency.cdc.gov/han/>
- ❖ OSHA Guidance at <https://www.osha.gov/SLTC/covid-19/>
- ❖ World Health Organization <https://www.who/int/>
- ❖ COVID-19 Testing <https://www.texasovidtes.org>
- ❖ COVID-19 Testing <https://www.texascurativeinc.com>
- ❖ Hidalgo County Hotline: 956-292-7765

Safety in the Workplace

June 16, 2021

Subject: Pre Shift Employee COVID-19 Screening Questionnaire

Before allowing entry in the facility and/or assigned schedule, all personnel will need to complete “Pre Shift Employee COVID-19 Screening Questionnaire”. This will be recorded and filed in a COVID-19 Binder until the conclusion of the pandemic as directed by local and state health officials.

Pre Shift Employee COVID-19 Screening Questionnaire

Upon their arrival, all employees must have their temperature checked and record their temperature and responses to the questions below on the Employee Sign In Sheet.

In the past 24 hours, have you experienced any of the following symptoms: fever, dry cough, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea?

- ☐ Yes
- ☐ No

Have you recently been in close contact with anyone who has exhibited any symptoms of COVID-19?

- ☐ Yes
- ☐ No

Have you recently traveled outside of the valley in the last two weeks?

- ☐ Yes
- ☐ No

Have you received the full dosage of the COVID-19 vaccine (2-dose series of Pfizer- BioNTech or Moderna/single-dose Johnson & Johnson’s Janssen vaccine)?

- ☐ Yes
- ☐ No

Has it been 2 weeks since the administration of your final vaccine dosage?

- ☐ Yes
- ☐ No

Employee Expectations Regarding Safety in the Workplace

July 1, 2020

Subject: Hygiene

All employees at Aptus Healthcare will follow the listed procedures in accordance with CDC guidelines and HHSC requirements:

1. All employees must wash their hands or use hand sanitizer before touching the time clock.
2. Frequent handwashing using the 20 second rule as outlined in the CDC guidelines.
3. Hand sanitizing with hand sanitizer when soap and water are not available.
4. Hand sanitizer will be available at a minimum of 6 feet from the entrances of the facility.
5. Social distance will be practiced among employees (6 feet apart).

June 15, 2021

Subject: Personal Protection Equipment

Aptus Healthcare will implement the following personal protection for clinicians and staff treating or in direct contact with patients in accordance with CDC guidelines and HHSC requirements for COVID-19 pandemic:

1. All personnel will wear a mask while moving about in the workplace and on assigned duty. Masks may be removed if you are at your designated workspace, have sanitized the workspace, and if a minimum of 6 feet is maintained from others.
2. Gloves will be worn at the discretion of the clinician as most therapy sessions include massage and/or hands on techniques.
3. During therapy sessions:
 - a. If all patients participating in the activity are fully vaccinated, then they may choose to have close contact and to not wear source control during the activity.
 - b. If unvaccinated patients are present, then all participants in the group activity should wear source control and unvaccinated patients/residents should physically distance themselves from others.
4. When a clinician utilizes gloves; these gloves will be discarded after each therapy session.
5. Handwashing will be required after each therapy session as indicated by the CDC guidelines.

Subject: Facility Cleaning Procedures

Aptus Healthcare will conduct the following procedures during the COVID-19 pandemic in accordance with CDC guidelines and HHSC requirements:

1. All equipment, tools, etc. should be sanitized prior to use in a therapy session.
2. Disinfecting all equipment, tools, etc. after each therapy session.
3. Spraying all high-touch surfaces with Terminator disinfectant and allowing the required time of 3 minutes to “air dry” before wiping away excess liquid.
4. Changing out linens after each therapy session and disinfecting therapy bed before new linens are replaced.
5. Throwing out any trash and residual paper products before and after each therapy session.
6. Wiping down all areas of support staff with Terminator or LavenderQuat disinfectant or disinfectant wipes; to include but not limited to desks, phones, chairs, door handles, pens or any other item that may be exposed to more than one person.

Subject: Social Distancing

Aptus Healthcare will practice social distancing (6 feet apart) with other co-workers/staff while in the workplace in accordance with CDC guidelines and HHSC requirements:

1. It is recommended, but not required for all employees to wear source control (mask, face shield, gaiter) while at their designated workstations or when around fully vaccinated coworkers. It is required to practice social distancing (6 feet apart) when discussing work matters with co-workers who are not fully vaccinated or you are unaware of their vaccine status.
2. Employees will utilize phone extensions and/or intercom systems when applicable.
3. In general, fully vaccinated HCP should continue to wear source control while at work. However, fully vaccinated HCP could dine and socialize together in break rooms and conduct in- person meetings without source control or physical distancing. If unvaccinated HCP are present, everyone should wear source control and unvaccinated HCP should physically distance themselves from others.
4. Support staff will practice social distancing (6 feet apart) with incoming patients. If a patient needs personal assistance, a support staff must wear source control when assisting the patient. Afterwards, hands must be washed.

July 1, 2020

Subject: Confidentiality

Aptus Healthcare will consider the positive testing of an employee as medical business and will maintain confidentiality while appropriately disclosing information related to COVID-19.

The following "Authorization to disclose COVID-19 Diagnosis" may be utilized accordingly:

AUTHORIZATION

To Disclose COVID-19 Diagnosis

I understand that the Americans with Disabilities Act, the Family Medical Leave Act, and other privacy laws prohibit my employer from disclosing my medical/health information. In the interest of the health of my co-workers and others with whom I may have had contact on my worksite, however, I authorize Aptus Healthcare to disclose to employees at my worksite and to patients, visitors, vendors, i.e., whom I may have encountered at my worksite, that I have tested positive for the COVID-19 virus or that I have been exposed to the virus. Aptus Healthcare advised me that I am not required to do so and that there would be no adverse consequences to my employment if I chose not to do so. Further, Aptus Healthcare did not seek to coerce or pressure me to permit the disclosure.

Signature of Employee

Date

Printed Name

SIGNING THIS AUTHORIZATION FORM IS VOLUNTARY

Subject: Food Products

Aptus Healthcare has implemented the following procedures in regard to food products in the facility in accordance to the CDC guidelines and HHSC requirements:

1. If an unpackaged food product is brought into the facility; it will need to be thrown or taken home at the end of the day.
2. Communal food is recommended to be packaged separately or have a protective barrier and placed on a sanitized area. All employees must wash their hands prior to grabbing shared food.
3. Disposable drinkware, flatware, and cutlery should be used when available and discarded after each use.
4. Family meals or potluck meals should be kept to a minimum during the pandemic. Fully vaccinated HCP can dine and socialize together in break rooms. If unvaccinated HCP are present, everyone should wear source control when not eating and unvaccinated HCP should physically distance themselves from others.
5. All condiments such as salt, pepper, ketchup, and salsa must be individually packaged.

Subject: Patient Registration

Aptus Healthcare will implement the following procedures when admitting patient and/or visitors in the building in accordance with CDC guidelines and HHSC requirements during the COVID-19:

1. If a patient is a minor or needs assistance, one parent or custodian will be allowed along with the patient in the building.
2. If a patient is an adult, he/she will only be allowed in the building.
3. The patient and/or visitor will need to answer the following questions:

In the past 24 hours, have you experienced any of the following symptoms: fever, dry cough, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea?

- ☐ Yes
- ☐ No

Have you recently been in close contact with anyone who has exhibited any symptoms of COVID-19?

- ☐ Yes
- ☐ No

Have you recently traveled outside of the valley in the last two weeks?

- ☐ Yes
- ☐ No

Have you received the full dosage of the COVID-19 vaccine (2-dose series of Pfizer-BioNTech or Moderna/single-dose Johnson & Johnson's Janssen vaccine)?

- ☐ Yes
- ☐ No

Has it been 2 weeks since the administration of your final vaccine dosage?

- ☐ Yes
- ☐ No

If the patient, accompanying guardian or visitor answers "yes" to any of the questions on the questionnaire, they will not be allowed to be seen for their appointment at their designated facility. The patient will be given the option to receive therapy via telehealth at their earliest convenience or reschedule after they have received a negative COVID-19 test result.

4. Information received from the questionnaire will be recorded on a daily log at the reception area.
5. A temperature check will be administered and recorded.
6. All individuals entering the building will be asked to "wash their hands" following the CDC guidelines and HHSC requirements.
7. Any items used by the patient, guardian and/or visitor will be sanitized accordingly and discarded when deemed necessary.

July 1, 2020

Subject: Management Talking Points Related to COVID-19

Aptus Healthcare is striving to be proactive to address concerns and questions that may arise from employees. To equip managers to respond appropriately, we are providing these talking points. This is a developing situation so please watch for updated information.

- o Aptus Healthcare is taking the following steps to address concerns related to COVID-19:
 - 1) Implementing policy and procedures
 - 2) Pre-registration for all patients and/or visitors entering the building
- o Aptus Healthcare is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. HR will update employees with information as appropriate.
- o Employees are requested to self-report to Human Resources any domestic or international travel.
- o Ask an employee to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu. Ask them to seek medical attention for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.
- o We require employees to notify Human Resources if they have been exposed, have symptoms and/or have tested positive for COVID-19. Such employees' should contact Human Resources by telephone or email and should not report to work. Such employees' leave may be covered by the FMLA and other policies.
- o If we have an employee with a positive test for COVID-19 coronavirus, we will send home that employee until they are released by their physician to return to work. All employees who worked closely with that employee should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, the employee should at least remain at home for three days without a fever (achieved without medication) if they don't develop any other symptoms. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath). We will also undertake a deep cleaning of the affected workspaces.
- o If one of our employees self-reported that they came into contact with someone who had a presumptive positive case of COVID-19, we will do the same as outlined immediately above.
- o If one of our employees has been exposed to the virus but only found out after they had interacted with clients and customers, we will take the same precautions as noted above with respect to coworkers sending home potentially infected employees that he came into contact with. As for third parties, you should coordinate with Human Resources and the Administrator to communicate with patients, visitors and vendors that came into close contact with the employee to let them know about the potential of a suspected case.
- o Because of privacy laws, you may not disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19.

- o For employees who ask to work from home (who have not been exposed). Aptus Healthcare will consider such requests. Aptus Healthcare may also request certain employees to work from home. For those employees authorized to work from home, Aptus Healthcare will require certain procedures be followed. Please check with Human Resources. No employees are permitted to work remotely unless approved by Human Resources.
- o For employees on quarantine, if they are able to work and are approved to work remotely while on quarantine, pay and benefits will continue.

June 15, 2021

Subject: Signage

Aptus Healthcare will follow CDC guidelines and HHSC requirements during the COVID-19 Pandemic posting all advisories serving as public announcements for its facility.

NOTICE

To do our part in preventing the spread of COVID-19 in our community and workplace, we are monitoring anyone who may have recently been exposed to the virus. Please read this carefully.

By entering this facility, you are affirming and attesting that:

It has been at least two weeks since you received the full dosage of a COVID-19 vaccine (2-dose series of Pfizer-BioNTech or Moderna/single-dose Johnson & Johnson's Janssen vaccine)

OR

- (a) You have **not** in the last 14 days had any close contact with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19 (which are listed in item (c) below); AND
- (b) You have **not** in the last month traveled; AND
- (c) You do **not** currently experience or display, and you have not in the last 14 days experienced or displayed, any of the following symptoms:
 - ❖ Elevated temperature or fever of 100.4 or higher,
 - ❖ Cough,
 - ❖ Shortness of breath and/or difficulty breathing,
 - ❖ Loss of smell and/or taste,
 - ❖ Fatigue, muscle aches, chills, shaking, or
 - ❖ Persistent headaches

If you answered **YES** to any of the above statements, you will not be allowed to be seen for your appointment at our facility. You will be given the option to receive therapy via telehealth at your earliest convenience or reschedule once you have received a negative COVID-19 test result.

Thank you for your cooperation

February 1, 2021

UPDATE: COVID-19 Vaccine

As of December 3, the Advisory Committee on Immunization Practices (ACIP) recommended, as interim guidance, that both 1) health care personnel and 2) residents of long-term care facilities be offered COVID-19 vaccine in the initial phase of the vaccination program. Health care personnel comprise clinical staff members, including nursing or medical assistants and support staff members (e.g., those who work in food, environmental, and administrative services)⁸.

Information on the Moderna and Pfizer-BioNTech vaccines and vaccination opportunities will be made available and kept up to date in a communal space visible with maximum opportunity to read without touch.

If Aptus personnel receive the vaccine, they will still be required to conform to the guidelines of this policy, such as mask wearing and social distancing. Not enough information is currently available to say if or when CDC will stop recommending that people wear masks and avoid close contact with others to help prevent the spread of the virus that causes COVID-19.

RESOURCES

<https://www.dshs.state.tx.us/coronavirus/immunize/vaccine.aspx#:~:text=Who%20can%20get%20the%20vaccine,receive%20the%20COVID%E2%80%9119%20vaccine>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>

⁽⁸⁾ Cybersecurity and Infrastructure Security Agency. CISA's guidance on essential critical infrastructure workers: version 4.0. Washington, DC: US Department of Homeland Security, Cybersecurity and Infrastructure Security Agency; 2020. <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>external icon

February 1, 2021

Subject: COVID-19 Vaccine Administration

It will be the individual's choice to receive or not receive the COVID-19 vaccine. Should the individual decide not to receive it, it will not change their standard medical care. All personnel, students, and volunteers can receive a written form of job verification by your HR Department to verify they are working in a healthcare facility.

The following "COVID-19 Vaccine Administration Certification Form Letter" may be utilized accordingly:



COVID-19 Vaccine Administration
Certification Form Letter

Date: _____

Medical Office Name: APTUS Therapy Services

Employee Name: _____

Employee Title: _____

I certify that the above named individual is an employee at my medical office and has direct patient exposure. In addition, I certify the above named individual meets the *Texas Health and Human Services Covid-19 Vaccine Allocation Phase 1A Definition* criteria.

Victoria Mosqueda
Print, APTUS Therapy Services Human Resources

Signature, APTUS Therapy Services Human Resources

June 15, 2021

Subject: CDC Safety Recommendations for Fully Vaccinated Individuals

The following recommendations and procedures are stated by the CDC for FULLY vaccinated individuals only. Individuals are considered fully vaccinated when they have received and waited 2 weeks after their second dose in a 2-dose series, such as the Pfizer- BioNTech or Moderna vaccines or after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Subject: Addendum to Employee and Patient Questionnaire

The responses for the two additional questions will be notated on a separate document as to avoid repetition of answering the questions that are no longer applicable to a fully vaccinated individual. After a vaccine has been recorded, an employee or patient should report answers to the following questionnaire.

Pre Shift Employee COVID-19 Screening Questionnaire

Have you recently been in close contact with anyone who has exhibited any symptoms of COVID-19?

- ☐ Yes
- ☐ No

Have you traveled outside of the valley in the last two weeks?

- ☐ Yes
- ☐ No

Patient Registration Questionnaire

Have you or your guest recently been in close contact with anyone who has exhibited any symptoms or tested positive for COVID-19?

- ☐ Yes
- ☐ No

Have you (or your guest) traveled outside of the valley in the last two weeks?

- ☐ Yes
- ☐ No