# Medical & Health Services

Medical Doctors



#### AVERAGE LEVEL OF CUSTOMER INTERACTION

Evaluation and treatment of acute and chronic illness, encouraging lifestyle modifications to
prevent onset and progression of chronic diseases and the encouragement of wellness. Interaction
with patients includes direct physical contact with the patient. Physicians interact with multiple
patients each day and patients interact with multiple staff members each encounter.

#### **Employee Protection**

#### EMPLOYEE PROTECTIVE MEASURES

- Staff will be educated and trained on the appropriate use and disposal of Personal Protective Equipment (PPE) and will have appropriate PPE available to them.
- All staff will be screened for symptoms of Covid-19. Temperatures will be taken each day upon
  arrival at the facility. Staff with any signs or symptoms will be immediately sent home or
  referred to the appropriate health care facility.
- The waiting room will be closed except that one person per patient will be permitted only if necessary, i.e., parent with child, caregiver for patients with disabilities.
- Persons accompanying patients will be required to wait in the car.
- Patients will be required to wait in the car and will be notified via cell phone when an exam room
  is available, and they will be escorted directly into exam room.
- Patients will be screened upon arrival and those who are ill or possibly with symptoms of Covid19 will be referred to the appropriate health care facility.
- When possible, non-emergent conditions will be handled via telemedicine.
- Routine follow ups on stable conditions and the reporting of test results will be done via telemedicine or the patient portal.
- All staff and physicians will wear facemasks and gloves. o The office will be cleaned and disinfected daily.
- Exam rooms will be cleaned and disinfected after each patient encounter.

#### HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?



- Doctors will meet with all staff and present the COVID-19 guidelines and instructions.
- Doctors and staff will be required to adhere to guidelines established by the American Medical Association and the American Dental Association and their state counterparts.
- Training on the appropriate use and disposal of Personal Protective Equipment (PPE) and will
  have appropriate PPE available to them. o Appropriate signage, in service training and reminders
  will be used to provide an atmosphere of hypervigilance and precaution to ensure the safety of all
  patients, staff and providers.

#### WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

- The protocol for cleaning and sanitizing is established by the American Medical Association.
- Physicians' offices will be required to use facemasks, protective eyewear, shoe covers, disposable gowns

## WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?

- Staff at checkout will be required to wear gloves.
- Credit card receipts will be emailed or mailed to the patient, no exchange of paper between staff and patient.
- Staff will present post-operative instruction and written prescriptions to the patient while wearing gloves.

WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?

No

WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?

Facemasks and gloves



#### **Customer Protection**

#### **CUSTOMER PROTECTIVE MEASURES:**

- The number of patients inside the office building will be limited. In general, patients will be
  encouraged to wait in their vehicles and will be notified via cell phone when an exam room is
  available.
- Patients will be encouraged to wear facemasks.
- The waiting room will be closed except for situations where the patient requires assistance, e.g., parent/child, elderly, patients with disabilities and where it is not practical for the attendant to wait in their vehicle.
- When possible, patients will utilize telemedicine services to avoid entering the building.
- When possible, the scheduling of patients will separate the well from the sick, e.g., well patient follow ups scheduled in the mornings and sick patients in the afternoons.
- When possible, some encounters may be done in the parking lot to avoid the patient entering the
  office building.
- High risk patients will use a separate entrance and exit and will be escorted directly to an exam room and avoid the waiting room.
- Physicians and staff will wear facemasks and gloves.
- Office and exam rooms will be cleaned and disinfected between patients.
- Any equipment used will be cleaned and disinfected after each use.
- All staff will be screened for symptoms of Covid-19 including the taking of temperatures each
  day upon arrival at the facility. Any staff with any signs or symptoms will be immediately sent
  home or referred to the appropriate health care facility.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Patients will be called prior to their appointment.
- Staff will ask patients a series of questions about their current health.
- If a patient says they have any signs of sickness, the appointment will be rescheduled.
- On the pre-visit phone call, the staff will inform the patient of the new procedures which will
  include patient calling the office upon arrival, waiting in their car and a temperature screening
  prior to the patient entering the building accompanied by staff.



DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?

No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

No

WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?

No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?

• The use of the waiting room will be limited to the greatest extent possible and if it is required then social distancing of at least 6 feet between patients will be maintained.

WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?

Yes, staff will be assigned to sanitize bathrooms and surfaces at checkout.



# Medical & Health Services

Dental



#### AVERAGE LEVEL OF CUSTOMER INTERACTION

• Dentists and staff will have close physical contact and interaction with patients. Dentists and hygienists use hands and tools to work in the mouths of patients.

#### **Employee Protection**

#### EMPLOYEE PROTECTIVE MEASURES

- Dentists and their staff members are required to follow rules set forth by OSHA, CDC, Kansas Department of Health and Environment, and the Kansas Board of Dental Examiners.
- Services will be provided by appointment. If a walkup patient arrives that patient will be
  evaluated in the same manner as an appointed patient, provided that the schedule allows for the
  extra patient.
- Patients will be met at their car by staff wearing a facemask and gloves for a screening process
  that will include assessment of fever, cough, previous COVID -19 exposure, and presence of any
  other infection.
- If any symptoms are present, the patient may, upon availability of suitable testing kits, be tested for the COVID 19 virus. If the test is positive, the patient will be referred to a physician or hospital for further medical diagnosis and the dental appointment will be rescheduled after the patient receives clearance from a physician as to the absence of virus.
- Patients in the waiting area of the office will be minimized by the numbers to maintain social distancing; parents with children or adults accompanying elderly patients may wait in the waiting room, while the patient is being treated.
- Patients will be separated from other patients in the office by at least 6 feet.
- Employees shall adhere to established guidelines for infection control as mandated by OSHA, and CDC using the most appropriate commercially available PPE including level 1, 2, 3 surgical masks, face shields, gloves, and gowns. As N95 masks are again available to dentists commercially, they may be used as an option when high aerosolization is anticipated.
- Gloves will be disposed of after each patient. o Gowns can be disposable or constructed of materials which would allow them to be laundered and sanitized on site.
- All instruments will be either disposed of or sterilized in an autoclave and will be individually wrapped for each patient.



• Dental chairs and facial shields will be cleaned and sanitized after each patient.

#### HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Dentists will meet with all staff and present the COVID-19 guidelines and instructions.
- Staff will be required to adhere to guidelines established by OSHA, CDC, and the Kansas Board of Dental Examiners.

#### WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

- Employees shall adhere to established guidelines for infection control as prescribed by OSHA,
   CDC, the Board of Dental Examiners of Kansas, and the Kansas Department of Health and
   Environment using the required and commercially available PPE.
- Cloth gowns can be used as long as on-site sanitizing and laundering can occur.

## WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?

- The staff member handling check-ins and check-outs will be required to wear gloves.
- Credit cards will be sanitized before and after use.
- Dental offices may establish self-service kiosks to handle all administrative activities with patients. If kiosks are used, they must be sanitized after each use by each patient.

## WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?

• Dental office will continue to follow the protocols required by the Kansas Board of Dental Examiners for handling stock.

WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?



 Yes. The CDC requires dentists to use surgical face masks, gloves, protective eyewear, face shields and protective clothing (reusable or disposal gowns, jacket, lab coat), one surgical mask for each patient.

#### **Customer Protection**

#### **CUSTOMER PROTECTIVE MEASURES:**

- No employee will be allowed to work if they have a fever or any other symptoms of COVID-19.
- No additional persons will be allowed in the waiting room until social distancing of six feet can be maintained. Patients will be brought into the office by a staff member one at a time.
- Patients will be brought into the office by a staff member one at a time.
- Patients will be separated from each other at all times by at least 6 feet. Employees will wear
   PPE as described above.
- All equipment, including dental chairs will be cleaned and sanitized before each patient is seated. Dental chairs cannot be sterilized but they can be sanitized.
- No reading materials will be provided to patients.
- Any bathroom in the office will be sanitized by staff after each use.
- Offices should be encouraged to consider the efficacy of powered air-purifying room air purifiers with high-efficiency particulate arrestance (HEPA) filters.

#### HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- The Board of Dental Examiners has the means to communicate with all licensed dentists by email, text, or regular mail.
- Patients will be notified prior to their appointment.
- Staff will ask the patient a series of questions about their current health.
- If a patient says they have any signs of illness, the appointment will be rescheduled.
- On the pre-visit communication, the staff member will inform the patient of the new procedures which will include patient calling the office upon arrival to the office and waiting in their car for a health screening, as described above, prior to entering the building.



DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?

· No.

WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

No.

WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?

· No.

WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?

· No.

WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?

No.



# Medical & Health Services

Physical Therapy



#### AVERAGE LEVEL OF CUSTOMER INTERACTION

• Therapists and staff have close and direct physical contact with patients. Therapists use handson treatment methods and less than 3 feet distance during the majority of the patient's treatment. Front desk personnel will generally be able to maintain a distance of 6 feet from the patient except for a brief period at the point of sale.

#### **Employee Protection**

#### EMPLOYEE PROTECTIVE MEASURES

- Patients who have a fever, cough or any signs of sickness must reschedule their appointment.
- The waiting room area will be closed to the general public. Patients will call the office upon their arrival and will be escorted by staff into the therapy room when the therapist is ready to treat the patient.
- All therapists and staff will wear facemasks and gloves.
- Protective shields will be installed at the check-in, check-out, and point of sale areas.
- Patients will be encouraged to wear facemasks
- Staff will receive training in the correct use of PPE and prevention of contamination of clothing, skin, and environment
- Staff will perform stringent and enhanced sanitation measures between patients

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

• Therapists will provide verbal and written instructions to staff on the proper use of PPE and prevention of contamination of clothing, skin, and environment.

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

• Yes. The office and equipment will be cleaned and sanitized more frequently during the day and between each patient session.



## WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?

• Protective shields will be installed at all open desks or counters to prevent support staff from direct contact with the patient.

WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?

• None outside the normal course of business.

## WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?

 Additional masks and gloves will be required in order to achieve universal precautions. Gloves must be changed between patient sessions.

#### **Customer Protection**

#### **CUSTOMER PROTECTIVE MEASURES:**

- The number of patients inside the office will be limited to one patient per therapist at a time.
- The waiting area will be closed; patients must wait in their cars until the therapist is ready to see them.
- The office will be completely disinfected and sanitized upon the opening and close of business each day.
- All rooms, equipment, furniture, and tools used will be cleaned and sanitized between each patient session.
- All therapists and staff will wear facemasks and gloves
- All staff will be screened for symptoms of COVID-19, including temperatures taken each day upon arrival to the office.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

• Safety protocols will be provided in writing to patients as they enter the building and posted throughout the office.

DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?

· No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

• Yes. Additional disinfectant supplies and equipment will be needed for areas of patient contact.

WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?

• No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?

• None in addition to what is described above.

WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?

• Additional staff will be needed to perform more frequent and thorough sanitizing.



#### Summary

With regard to Physical Therapy clinics, patients and employees will be protected from the transmission of COVID-19 by a number of protective measures. These protective measures include, but are not limited to, rescheduling of appointments if a patient is displaying symptoms of COVID-19, waiting room areas will be closed to the general public, all therapists and staff will wear facemasks and gloves, protective shields will be installed at all point of sale counters, patients will be encouraged to wear facemasks, all staff will receive extensive training on the correct use of PPE, and all clinics will perform stringent and enhanced cleaning between treating patients.



# Medical & Health Services

Optometry



#### AVERAGE LEVEL OF CUSTOMER INTERACTION

Routine eye examinations, eyeglasses, and contact lens fittings. Work requires direct physical contact with patients. This may involve touching members of the public on the face, coming in contact with mucous membranes (conjunctiva) and bodily fluids (tears, mucous).

#### **Employee Protection**

#### EMPLOYEE PROTECTIVE MEASURES

- Services will be provided by appointment only, no walk-in patients.
- Signs will be posted on the front door/window that stating that any patient who has a fever or cough must reschedule their appointment.
- Ask each person before initiating service:
  - o At office entry Patient/companion's normal temperature verified
  - o Have you had any cold/flu symptoms recently?
  - o Have you come in contact with another person who has been diagnosed with COVID 19?
- Limit the number of people in the office to one person per doctor, technician, or optician. A patient may bring one companion into the office (e.g., a minor, or an assistant if the patient has special needs).
- No additional persons will be allowed to wait in the building.
- All employees will maintain social distancing measures.
- Optical stations will be separated by at least six (6) feet apart.
- All employees interacting with the public will wear facemasks.
- CDC hand washing, office disinfection, and other infection control guidelines, including appropriate wearing disposable gloves will be observed.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Owner/managers will meet with all employees and communicate measures verbally and in writing.
- All employees will be required to sign a statement acknowledging they understand and will adhere to the guidelines.



## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

• No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

## WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?

• Screens are encouraged, but not required. Only protective facemasks are required.

## WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?

• No. However, doctors, technicians, and opticians will sanitize all equipment, chin rests, and chairs after providing services to each patient.

## WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?

• Yes. Facemasks will be required. One facemask can be used per day. Gloves, if used, will be disposed of, and changed after each patient.

#### **Customer Protection**

#### **CUSTOMER PROTECTIVE MEASURES:**

- No employee with a fever or cough will provide services to clients.
- The number of patients in the building will be limited.
- No persons will be allowed to sit in waiting area.
- Optical station must be at least six (6) feet apart.
- Employees will wear protective facemasks.
- All equipment will be sanitized between patients.
- The office will not provide books, magazines, or any reading material, for patients.
- Office space and CDC-based surface disinfection (e.g. check in desk, restrooms) will be clean and disinfected according to guidelines.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?



Measures will be communicated via social media (Facebook/Instagram) and on the practice
website. These measures will be posted on the front door/window for patients to read before
entering the practice staff.

DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?

· No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

· No

WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?

· No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?

- The space between optical stations must be at least six (6) feet.
- Social distancing recommendations followed in other areas, based upon office/clinic design.

WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?

- No, each employee will be tasked with cleaning the area they use.
- The office will not provide books, magazines, or any reading material, for patients.
- Office space and CDC-based surface disinfection (e.g. check in desk, restrooms) will be clean and disinfected according to guidelines.

Adapted from <a href="https://ltgov.alabama.gov/reopen-alabama-responsibly/">https://ltgov.alabama.gov/reopen-alabama-responsibly/</a>



## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Measures will be communicated via social media (Facebook/Instagram) and on the practice website.
- These measures will be posted on the front door/window for patients to read before entering the practice staff.

DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?

No

WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

• No

WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?

· No

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?

- The space between optical stations must be at least six (6) feet.
- Social distancing recommendations followed in other areas, based upon office/clinic design.

WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?

• No, each employee will be tasked with cleaning the area they use.

Adapted from <a href="https://ltgov.alabama.gov/reopen-alabama-responsibly/">https://ltgov.alabama.gov/reopen-alabama-responsibly/</a>



#### Summary

The practice will only use one public entrance and the door will be cleaned using disinfectant every hour. Employees will sanitize their work area before the start business and after the close of business each day. A notice will be posted encouraging customers to use credit/debit cards or PayPal/Venmo (if available) for payment for services payments.

