

Covid 19 Safety Precaution Plan
Rose Acupuncture, PLLC
Number of Employees:1

PROTECTION for EMPLOYEES and PATIENTS

Shift design to reduce density: New hours of operation include significant breaks between patients to allow for staggering of entry into the one treatment room and to allow time to thoroughly clean before the next patient arrives.

Social Distancing protocols: I am self-employed with no other employees. My desk is set up in a different room separate from the treatment room for me to use when completing charts and paperwork. We are positioned more than 6 feet apart and there is a door between the spaces.

There is no reception desk. Patients enter, wash their hands in the restroom and go directly to the treatment room. All interactions between the patient and practitioner take place in the treatment room.

Scheduling is done electronically or on the telephone, and electronic payment options are in place to limit periods of social interaction between myself and the patients.

Practitioner and patients are required to wear appropriate masks at all times when interacting with each other. If the patient doesn't have one it will be provided.

Additional Social Distancing Protocols: Practitioner greets patients at the door and immediately escorts them to the bathroom for handwashing and then they immediately go to the treatment room. There is no time spent in the waiting room. All unnecessary items, including rugs have been removed from the treatment room as have any upholstered furniture.

The bathroom and treatment room is thoroughly cleaned and disinfected between appointments.

Methods to reduce non-essential travel for employees: No travel is expected during the work shift. I also have a home office set up to do administrative work from home as well as pre-screening, scheduling and discussions with patients about their treatment plans and progress to reduce intake time during face to face interactions.

Changes to service delivery implemented to reduce patient time in the office: Phone calls, emails or Zoom calls will be used when possible for patient consults and intakes prior to physical appointments to reduce necessary face-to-face time while in the office.

CHANGES to PHYSICAL WORKSPACE

Policies for use of PPE to be used by employees while in the office: **Masks-** practitioner wears KN95 mask(as available) or disposable surgical mask at all times when interacting with others in the office. Patients will be required to wear a mask at all times when interacting with practitioner. If they do not have a mask, a disposable mask will be provided. Practitioner also has a plastic face shield to use as needed.

Gloves- as per CNT, CDC and OSHA guidelines, acupuncturists are not required to wear gloves to perform acupuncture as they could be a source of contamination and interfere with proper needling technique. Practitioners will engage in proper hand washing hygiene before and after each treatment and utilize Clean Needle Techniques outlined in the CNT manual. Gloves will be worn while cleaning/disinfecting the treatment rooms and office area and while managing laundry.

Eye protection- safety glasses, eye glasses or a face shield will be worn during treatments.

Clothing- clean, freshly laundered clothing will be worn each day and will be laundered at the end of the day. Lab coats and surgical gowns are not required for the risk level associated with private acupuncture practices.

Cleaning and Sanitation Protocols: Cleaning and sanitation protocols are in place in accordance with the recommendations outlined by the CCAOM Clinic Infection Control Advisory2020, which references CDC guidelines as well.

Between each patient:

-Surfaces in treatment room, waiting room and bathroom will be cleaned and sanitized using EPA-approved disinfectants used with proper contact and dwell times. There is no reception area.

-Treatment table has cleanable vinyl covers that are disinfected between each patient and covered with table paper.

-HEPA air filter has been installed in the treatment room to improve air quality

-decorative rugs, drapes and textile decorations have been removed from the treatment room.

Daily:

-Wood plank floors in the treatment room and entrance as well as tile floors in the bathroom will be mopped daily with EPA-approved cleaner.

HAND WASHING POLICY

Patients and Practitioners are required to wash hands immediately upon entering the office, after treatment, after using the bathroom facilities, and before/after putting on a mask. Practitioners additionally must wash hands or use sanitizer upon entering and leaving the treatment room, before and after treatment applications, before and after donning/doffing gloves and before and after cleaning activities.

PROCESS TO MEET CHANGING PUBLIC HEALTH OBLIGATIONS

Pre-screening: Patients will be emailed 24-48 hours prior to appointments to confirm and be given a pre-screening list before coming into their appointment.

Day of Appointment Screening: upon arrival patients will be screened using the checklist which includes body temperature with a touchless thermometer along with questions about presenting signs or symptoms as recommended by the CDC. Temperature will be noted in the patient chart.

Patients who do not pass pre-screening: patients who do not pass one or more items on the pre-screening or screening checklist will have their appointment rescheduled and referred to their PCP for evaluation. If the patient does not have a PCP they will be referred to their local county health department and/or the NY Covid Website and hotline (1-888-364-3065). Patients will be followed up via phone call to confirm contact with medical services has happened within 48 hours.

Patients will be informed of the earliest date recommended for them to reschedule their appointment, and this date will be documented as a red flag in the patient's chart to prevent premature rescheduling.

Sick Leave Policies: As a self-employed practitioner I do not have paid sick leave. I will self screen daily and if at any time I develop symptoms or have a suspected exposure to Covid19, I will immediately cancel scheduled patients until I can be appropriately evaluated and/or tested. I will cancel all appointments for the duration of time indicated by my PCP and the CDC depending upon evaluation results.

Methods and resources to remain current on local mandates and requirements:

- Frequent checks of NY Covid 19 Website
- Frequent checks of resources provided by state professional organizations such as ASNY, ASA, NCCAOM, CCAOM.
- Frequent checks of OSHA and CDC guidelines

Copies of this plan are readily accessible on my website, upon request by patient or by a government official.

This plan will be reviewed by me weekly during the official time of pandemic classification by NYS. Once this pandemic plan period is over, this plan will be reviewed annually in the fall of each year to prepare for the typical flu and cold season.

July 2020