

Notice to the Practice using this form. The purpose of this form is to supplement the existing medical practice policies and procedures. Use of this form should be done only in conjunction with proper legal advice in your state to determine if and how to incorporate the policies below with or without modification in accordance with applicable federal and state laws.

Subject: Patient Health and Safety Plan			
Infection Control	Effective Date:	Reviewed Date:	

PURPOSE:

To establish guidelines for the overall health and safety of the organization’s patients, visitors, and vendors, and to care for our patients in as safe an environment as possible for all involved, including our personnel.

GUIDELINES:

- It is the organization that is ultimately responsible for the implementation and compliance with these guidelines. The Medical Director should provide clinical guidance, where indicated and/or required.

- It is the responsibility of the organization to screen patients who arrive at the facility seeking treatment for symptoms of any illness or virus using the most up-to-date Centers for Disease Control (“CDC”) screening guidelines.

- It is the responsibility of the organization and the organization’s staff, providers, and contracted employees (collectively, “Staff”) to communicate the applicable guidelines to the patients. When setting an appointment, and when confirming their appointment, Staff will conduct a pre-screening of the patient. Staff must ask if the patient has one or more of the following conditions:
 - Current fever (>100.4°F) or fever within the last 24 hours
 - Diarrhea or vomiting
 - Any contagious condition (pink eye, strep, flu, etc.)
 - Exposure to a known contagious condition and still within the incubation period as recommended by the set by the CDC
 - Recent domestic or international travel to an area with any outbreak of a known contagious condition and not completing the isolation and quarantine recommendations as set by the CDC

- Staff will notify the patient that they should not report to the facility for their appointment if they have any symptoms of illness or concerns of being contagious. Staff will work with the patient to reschedule the appointment at a time when the patient is not ill and is not contagious.

- In the event the patient presents for their appointment and then Staff learn of their illness, Staff should immediately consult with their clinical leaders to determine the best course of action. This may require closing the facility and dismissing certain Staff on a temporary basis to sterilize the environment. If the patient is determined to be ill and/or contagious, the patient will be asked to leave the facility and reschedule their appointment for a future time.

- Visitors and vendors who have symptoms of contagious illnesses should be asked to leave the facility immediately in order to promote good infection prevention practices for the patients.
- The organization must notify all Staff if any patient may have exposed them to any known contagious condition, illness or virus.
- In the event of a potential exposure, Staff will follow the following process:
 - Provide a mask to and isolate such person, if available, provide supplies for respiratory hygiene and cough etiquette.
 - Staff should keep a log of all people who care for or enter the treatment rooms
 - Only essential personnel should enter the treatment rooms.
 - Implement staffing policies to minimize the number of staff who enter the treatment rooms.
 - Personnel entering the treatment rooms should use personal protective equipment (PPE), including respiratory protection.
 - Develop a process to safely remove the person from the facility, with minimum exposure to other staff and patients.
- During an outbreak, Staff may be asked to stay home to stop the spread of the disease. Certain Staff may be asked to report to the facility if their jobs are critical during a pandemic outbreak. Management will determine Staff essential to be onsite, and Staff who can or should work remotely during an outbreak. Staff working from home must comply with the Telecommuting Policy.
- Staff members will perform hand hygiene between each patient and according to the facility's hand hygiene policy. The organization will ensure readily available access to soap and water, or hand sanitizer where soap and water are unavailable.
- Staff should adhere to and communicate the “no handshake” policy with patients, visitors, and vendors. When communicating the policy, Staff should emphasize that the policy is to promote patient safety and infection prevention practices within the healthcare environment.