

Dear Staff:

We are continuing to assess the current situation regarding COVID-19 in our region and making necessary adjustments to our protocols and workflows in response. Currently there are several important updates that we need to make everyone aware of due to the rise in cases within NJ and across the country.

CHANGES:

- Weekly Testing - Unvaccinated – we are now required to increase weekly testing to TWICE per week. This will begin on Monday, January 17th. For individuals that are unvaccinated and required to complete weekly testing AMI will be providing an additional day of testing each week. To schedule your testing appointments please schedule your testing appointment here: <https://www.signupgenius.com/go/10COF4FAAAB28ABF5C70-covid>. We encourage staff to utilize testing at an AMI location. The testing process is included at the bottom of this email for your convenience.

- PPE – Personal Protective Equipment (Masks, Goggles, Face Shields):

PPE is available for staff either upon request or as required. AMI continues to maintain a supply of masks including surgical masks & N95 masks, gloves, goggles, and gowns. Staff are encouraged to utilize PPE that is appropriate for their setting. Below is some additional guidance, changes, and reminders regarding PPE.

- Masking After Illness: Individuals that are returning to work after illness will be required to wear either an N95 mask or double mask with a surgical mask for 5 days upon return to work. N95 masks will be issued by the office administrator upon your return with instructions to ensure a secure mask fit. Your N95 mask must be well fitting, or you should utilize double masking of a surgical mask. A surgical mask can also be worn over the N95 mask. Staff will be issued 1 mask for each 5–7-day period, if the mask becomes soiled it should immediately be replaced. N95 masks are to be replaced every 5-7 days. Staff should store their N95 mask in a brown paper bag when not in use, they may be stored in your locker or transported in the brown paper bag for those that travel between sites. Double masking should be used at any time the N95 mask is not available or being utilized including entering and exiting the building. AMI issued work N95 should be worn during work hours and should not be used outside of work in the public setting.
- Cloth Masks: We are requiring ALL staff both administrative and patient facing to return to utilizing surgical masks. Masks are available in each office including Bayport. Masks must always be worn when social distancing of at least 6 feet cannot be maintained. Surgical masks can be worn over or under a cloth mask, but each employee must wear a surgical mask while entering, working in, and exiting the building.
- Goggles and/or face shields: For staff that have direct or prolonged contact with a patient are encouraged to utilize either Goggles or a face shield in addition to the use of a surgical or N95 mask. While we are seeing an increase in COVID-19 cases we wanted to reinforce this recommendation. Goggles and face shields are recommended when interacting with individuals

suspected of or positive for COVID-19, individuals that are not able to comply with masking, or during procedures in which the use of aerosol is required.

- Visitors: ALL visitors including patients, vendors, contractors, etc. Are required to wear a surgical mask while in an AMI facility. They should be provided with a surgical mask if they are utilizing a cloth mask or gaiter upon entry to AMI. If a patient refuses to wear a surgical mask, please seek assistance from the Office Administrator or any other onsite supervisor.

#### UPDATES:

- Daily Wellness Screening:

- Please complete your daily wellness screening at the START of your shift each day. If you generate a response indicating, you FAILED your wellness screening you are to notify your manager and employee health immediately.

- Booster Reporting:

- Please enter your booster information in Paycom if you have received your booster. We continue to encourage vaccination including boosters for all staff.

- Visitors:

- We are continuing to limit visitors within our facilities. Patients that require assistance may have 1 visitor accompany them. The visitor must be screened and comply with the use of a surgical mask.

- Walk-ins:

- We are continuing to NOT encourage walk-ins for exams. Marketing is reinforcing this with referring offices. In the event a walk-in does occur please immediately screen the patient. If they fail the screening they should return to their car for additional screening, if they are screened and cleared at the front desk, they can be scheduled.

#### TESTING REFERENCE MATERIALS:

##### Testing:

##### Option 1: Onsite Testing

- AMI has been working to secure testing supplies to provide no cost onsite testing. A limited number of onsite appointments will be made available for employees to schedule during specific days & times. We will continue to offer onsite testing on September 15th while supplies and resources are available.
- To schedule an appointment please click here <https://www.signupgenius.com/go/10C0F4FAAAB28ABF5C70-covid> to see available time slots. A limited number of appointments are available in the Galloway, Wall, and Vineland offices. Schedules will be open 2-4 weeks in advance.

- NOTE: Testing will be conducted on site and will be administered by AMI nursing staff, we will work to maintain confidentiality of your vaccination status however you will be in offices amongst your peers and AMI cannot guarantee confidentiality of your vaccination status if you choose to have testing performed onsite.

#### Option 2: Proctored Home Testing

• We will be accepting BinaxNOW COVID Ag Card 2 PROCTORED Home Testing ONLY. No other home testing solution will be accepted. Below is a picture of the acceptable test kit along with detailed information issued by the FDA for the BinaxNOW COVID-19 Ag Card 2 test kit for your review.

- Accepted Test

<https://www.fda.gov/media/147260/download>

- Purchasing of tests
  - Tests may be purchased by using your FSA or HSA funds, or any other payment method of your choosing. Recent update indicates tests will be covered by insurance companies up to 4 tests per individual per month beginning 1.15.2022. We do not have official confirmation of this but it is being discussed in the media.
  - Below are some places where you may be able to purchase approved tests, while supplies last. You may be able to purchase test kits from other locations as well, this information is being provided for your convenience & as confirmed sites for carrying the approved testing kits:
    - Walmart, CVS, & Walgreens, OR
    - Optum: <https://store.optum.com/shop/products/abbott-binaxNOW-COVID-19-ag-at-home-test-kit-2-pack>

#### Option 3: Testing with an Outside Facility

- Staff can choose an approved testing site to have weekly testing completed. Results will need to be obtained and submitted by the deadline each week. Please refer to the previously provided process for submitting testing results.
- Testing may not be covered by Horizon. In the event COVID testing is not covered the cost of testing can be paid for with FSA or HSA funds through EBC if you are covered by AMI's coverage. If you are covered by another health plan you are encouraged to seek guidance regarding coverage.
- Approved testing sites can be located by using the following link:  
<https://covid19.nj.gov/pages/testing#test-sites>

#### Testing Process:

- Staff must have weekly testing completed each week through one of the three approved testing options outlined above.
- For standard weekly testing results must be submitted by the Wednesday before the start of the next work week. For the additional weekly testing a 2nd test must be completed 48-72 hours after the 1st

test. Results must be submitted as soon as they become available. Unvaccinated or partially vaccinated employees who do not meet this, will not be able to report to work, and will be required to utilize unplanned PTO for absences.

- Note: Results may take 2-3 days to be received. Please speak with your testing site regarding their process for communicating results to ensure you will receive and be able to submit your results by Wednesday each week.
- If you are on vacation the week following a Wednesday, then testing will not need to be submitted for that week. You will, however, need to submit results prior to your return.
- Weekly results must be negative, reviewed and cleared by AMI in order to work. You should contact your direct supervisor and Employee Health immediately if you receive a positive or inconclusive result.
- You and your manager will receive confirmation/approval of your eligibility for your scheduled shift for the following week.
- Failure to comply with testing will result in further disciplinary action up to and including termination.

Submitting Testing Results:

- Onsite Testing Results:
  - Results will be submitted directly by the staff performing testing. You will be notified of any positive or inconclusive findings and Employee Health will contact anyone that has a positive or inconclusive test result to review the next steps.
- Proctored Home Testing & Outside Facility Testing:
  - Results must be submitted using this link or QR Code:
  - <https://forms.office.com/Pages/ResponsePage.aspx?id=r8wgUIELLE-kSivH1hgetBC-te9sgJpJuvUFSfXn6QdUODBIQ0NUSVZaVUNFMFFDQTc3N1dONUdHNY4u>
  - You must include your name, date of test, result, & attach a copy of the result.