

Thank you all for being so proactive in working to keep both our patients and coworkers safe during what has become a historically challenging time for not only healthcare, but for our country. Your efforts to remain informed and alert have been outstanding. You have been doing an incredible job working together to prevent and protect others from the rapid spread of COVID-19 and your efforts are commendable. As information continues to unfold regarding the disease path of the COVID-19 within the United states, we at AMI will continue to actively monitor the CDC and NJ Department of Health updates and guidelines daily. Stay healthy, and of course WASH YOUR HANDS!

### **Changes:**

#### **Returning to work:**

1. Staff should regularly monitor themselves for fever and symptoms of respiratory infection and never report to work when ill.
2. Following fever or respiratory illness an employee should:
  - a. Not return to work for at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** at least 7 days have passed *since symptoms first appeared*

#### **Surgical Masks**

- In continuing to provide a high level of safety for our employees dealing with COVID-19, we would like to recommend our staff wear surgical masks for their own personal protection. Please keep in mind while we currently have masks available, they are in high demand and on national shortage. We expect that staff will be judicious in the conservation of these supplies. In order to ensure that we continue to have the necessary PPE available it is essential that surgical masks are used for an extended timeframe.
- Surgical masks are recommended to be worn by all AMI and AMI-Atlanticare staff in an outpatient facility, regardless of the situation.
- Surgical masks should always be worn by patients presenting with a chronic cough.

#### **Social Distancing/Environment of Care:**

- Accommodations are actively being made to allow for employees to work from home when able.
- Increased area between workspace and employee distancing should be implemented whenever physically possible.
- Please avoid congregating in groups between caring for patients.
- Allow for 6ft between yourself and your patient when possible.
- If possible, staff should avoid exchanging items with patients. Encourage when possible that patients hold up insurance cards and ID for verification.

- When employees are required to be in very close contact with patients (during rolling, lifting or transferring patients) they will be provided an N95 mask to be worn by the OA. Details for wear and use will be provided to these individuals by the OA.
- Stagger lunch breaks as much as possible so the break room does not become crowded.
- Please ensure both clerical and clinical work areas are cleaned routinely throughout the day.
- Ensure a deep cleaning process is conducted at the conclusion of your shift.
- Equipment and supplies should be cleaned thoroughly between each patient. Always adhere to manufacture wet times (typically 3mins) for cleaning between each patient.

**Reminders:**

- Waiting room signs have been provided and should remain in place at each office along with masks, gloves, and hand sanitizer.
- Patients that have traveled or been exposed to Coronavirus will be asked to not enter the facility, they will be instructed to call our triage team for assistance and additional instruction.
- Walk in patients are not being accepted at this time. They should be redirected to call and schedule their appointment ensuring they complete the appropriate screening questions.
- Any patient that has been screened should observe directions provide during their time in the facility, including continued and appropriate use of facemasks.
- If at any time a patient does not observe these precautions, you should immediately contact the OA and take appropriate precautions of your own.
- Staff are to report recognized exposures immediately to their supervisor and employee health.

**Policies & Materials (attached here):**

- PPE Sequence
- Mask Information

**Additional COVID-19 Resources:**

- <https://covid19.nj.gov/>
- <https://www.cdc.gov/>
- <https://www.acr.org/Clinical-Resources/COVID-19-Radiology-Resources>

As previously stated, any patient or visitor that has been screened should observe directions provide during their time in the facility, including continued and appropriate use of facemasks. If at any time a patient does not observe these precautions you should immediately contact the OA and take appropriate precautions of your own.