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## **Sanitation Guidelines and Best Practices for Risk Management in Your Practice In a State of Emergency (COVID-19 Documentation Plan)**

### **Policy:**

We will monitor and follow CDC guidelines, and train staff on proper techniques to decrease the exposure and spread of Coronavirus. Policies will be put into place on government order of pandemic, state of emergency, stay at home order, or upon discretion of the Doctor.

### **Known Exposures:**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

The best way to prevent and slow down transmission is to be well informed about the COVID\_19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands with soap and water or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you practice respiratory etiquette.

Currently, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO, CDC and our office will continue to provide updated information as it becomes available.

### **All Staff will abide by the following:**

- If staff is sick or exposed, they are required to inform the doctor immediately and stay home.
- Staff are recommended to check their temperatures before coming to work and document.
- Patients will be screened with the provided COVID-19 questionnaire about health, travel, and risk exposure upon scheduling and upon entering the office. If answer is positive for any questions, they will be asked to refrain from coming in and seek help with their medical provider.

- Purchase and/or use provided gloves, facemasks, protective eyewear, hair cover, office shoes, bleach/sanitizer.
- Schedule of cleaning with bleach of counter tops, computers, door handles and telephones.
- Tables will be thoroughly cleaned by staff after each patient with disinfectant.
- Hands will be thoroughly washed with soap and water, for 20 seconds or more.
- Hand sanitizer will be used by all staff upon entering the treatment room, and before setting up the patient for therapy.
- Hand shaking or similar physical contact with patients will be discontinued. Safe greetings include: wave, nod, or elbow bump.
- If exposure occurs, staff will be notified as soon as possible, and quarantine options will be discussed.
- It is imperative that we protect our patient's privacy. No announcements by staff should be made on social media regarding the office, patients, or exposure.

**Below will outline specifics of the above requirements.**

## **Cleaning**

**Give yourself time before arriving and your first appointment.** This will give you enough time to ensure proper cleaning of the entire office.

- Cleaning will be done before, during, and after each shift according to outline below.

**Use of EPA-approved cleaners.** The cleaners must have chemicals [approved by the EPA](#). This list headed up by chlorine-based cleaners and 70% alcohol products. Four tsp. of household liquid chlorine per quart is recommended. Ammonia-based products are also listed. Diluted bleach cleaners and sanitizing products, following CDC guidelines, will be used.

**Wear gloves and mask while cleaning.** This is to protect yourself and your patients.

**No-touch is best.** Provide no-touch waste receptacles in all areas of your office and exam rooms.

## **Sanitizing**

**Sanitize all equipment.** Make sure you clean **any** equipment that is used with **any** patient between seeing patients.

- This includes the adjusting tables, massage tables, hand tools used for treatment, counter tops, tables, chair rails, doorknobs, faucet handles, light switches, bathrooms etc.

**Mind the details.** Thoroughly disinfect door handles, light switches, counter tops, writing tools, faucet handles after each patient.

**Washing hands with soap and water is critical.** Scrub for 20 seconds – simply sing “Happy birthday” twice. Provide and use single-use towels (not fabric).

- Please watch the video attached: [https://www.youtube.com/watch?v=nEzJ\\_QKjT14](https://www.youtube.com/watch?v=nEzJ_QKjT14)

**Provide alcohol-based sanitizers that are 60 – 95% alcohol-based to patients and staff.** They should be at the reception desk and outside all treatment rooms. Staff should also use sanitizer prior to and after treating a patient.

**REME HALO:** UV/LED air sanitizing, cleaning, and purifying system installed on HVAC system to increase quality of circulating air through the entire office.

## Masks and Clothing

**Consider spraying off doctors clothing** with Lysol on areas where there is contact such as when doing a side posture adjustment.

**All DCs and staff will be wearing a mask:** If an N-95 mask is not available use a surgical mask. Even homemade masks are better than no mask.

- A sanitizing, UV box has been added for sanitation and reuse of masks in the event that they cannot be found through suppliers and need to be reused. Please initial the mask to designate who they belong to.
- Wearing a cloth mask over a N95 or surgical mask aids in protecting the mask and reuse.
- **DC and staff clothing:** Staff will wear scrubs, hair cover, mask, gloves, and eye protection. It is recommended that staff change clothes and shoes before returning home.
- **Providing masks to patients.** Patients will be given cloth, homemade masks upon entry if patient is not wearing one. These are to be removed upon leaving and left for cleaning/sanitizing.
- **Proper mask and glove wear.** There is a way to properly wear PPE. Please watch the videos attached:
- **Mask:** <https://www.youtube.com/watch?v=OABvzu9e-hw>
- **Gloves:** <https://www.youtube.com/watch?v=xueBYfEIFEg>

## Sign-Ins, Waiting Room and Scheduling

**No paper sign-ins.** Your receptionist should check patients in on the computer rather than having them sign in. This minimizes touch to paper, clipboards, pens, etc.

- Pens will be one time use with patients, to be either discarded or given to patient.

- Signatures on credit card slips will not be required – please write: COVID-19 SIGN instead.
- If clipboard is needed, it will be sanitized between each use.
- Doors will be propped open whenever possible.
- **If at all possible, avoid cross-scheduling.** One patient at a time ensures the lowest risk. We will schedule 1 patient every 15 minutes. Max 2 only if patients are family coming together, with extra time allotted.
- **Scheduling Patients:** acute, emergency patients are to be seen at this time. Maintenance visits are highly discouraged during a pandemic order. Re-activated and new patients are on emergency basis only.
- **Discourage patients from bringing more than one person with them.**
- **Practice social distancing.** If you absolutely must have multiple patients in the lobby at the same time, force social distancing by positioning chairs six or more feet apart, and remove extra chairs or block them off.
- Chairs have been moved and/or removed, allowing for 6 feet of space.
- Line markings on the floor throughout office provide guidance for 6 feet distance.
- 4 separate waiting areas allow for separation if more than one person is waiting. Use these whenever more than one person is waiting. No more than one person should be in an area at any time.
- Plastic guard is used between front desk and patient lobby to protect employees.
- **Make a car “waiting room.”** Consider asking patients and their companions to wait in their individual cars until their appointment time if they see others waiting.
- **Remove waiting room “extras.”** That includes reading material and magazines. Toys, games, and books out of the waiting room. Clean and store them until this situation is stabilized.

## Hours of operation, altered duty

- Hours are subject to temporary reduction and/or closure due to emergency. Changes will be made as necessary, on discretion of the Doctor and communicated to staff.
- During this time, employees may have altered duties to aid in office recovery, may participate in a work share program, or may be temporarily laid off according to work conditions.

## Recovery Procedures

- Essential team-members will be brought back first, followed by return of remaining employees as able.

- The situation is changing every day, and re-opening at pre-emergency status is currently unknown and expected to be slow and in stages.
- We will follow CDC, state and federal government guidelines on re-opening procedures as they become available.

### **Communication Plan**

- Employer and employees will communicate through email, phone, or video conference when needed or able.
- Employees are encouraged to come to employer with any concerns or questions.

### **Team Members and Staff**

#### **Primary office staff**

- Dr. Sarah Kirn, DC: **CONTACT INFORMATION HIDDEN FOR PRIVACY**
- Andrea Soule: **CONTACT INFORMATION HIDDEN FOR PRIVACY**

#### **Secondary office staff**

- Natasha White: **CONTACT INFORMATION HIDDEN FOR PRIVACY**
- Erika Christoph: **CONTACT INFORMATION HIDDEN FOR PRIVACY**

Employee Signature

Date

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Employer Signature

Date

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Witness Signature

Date

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**\*If filling/signing online please include witness signature as well**