

COVID-19 Preparedness Plan
For All Health Care Clinics operating out of
Parkway Offices, 4748 Chicago Ave Suite 21, Minneapolis, MN 55407

Last Updated September 12, 2020

We have developed the following Preparedness Plan in response to the COVID-19 pandemic. All providers of our community are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19, and that requires full cooperation among all community members. Only through this cooperative effort can we establish and maintain the safety and health of our clinic.

Guiding Principles for decision making:

- Protect the safety and health of all practitioners and patients.
- Make decisions using evidence-based practices knowing that evidence is still being gathered.
- Strive to maintain the financial health of our clinics
- Use guidance from CDC, MN DOH, and Governor Walz and other trusted resources.

Our Preparedness Plan follows guidelines issued from Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Entrance Screening Procedures for Patients and Providers
- Facemasks
- Handwashing
- Respiratory Etiquette
- Social Distancing
- Treatment Rooms
- What if we have a confirmed COVID-19 case on campus?
- How long to staying home when sick (Providers & Patients)
- Cleaning & Disinfection Procedures
- Use Personal Protective Equipment (PPE)
- Communications and Questions
- Guidance for developing our COVID-19 Preparedness Plan

Entrance Screening Procedures for Patients and Providers

- All providers and patients must be screened upon entry into our clinic space
- Practitioner are responsible for self-screening upon entry to the clinic.
- Providers will screen patients for temperatures with a non-contact thermometer.

Screening for COVID-19 symptoms (verbally or electronically before entry to the building):

- New cough*
- New shortness of breath*
- New fever, or feel feverish
- New chills, or repeated shaking with chills
- New fatigue*
- New sore throat*
- New loss of taste or smell
- New nasal congestion*
- New muscle aches that are not caused by specific activity such as exercise*
- New diarrhea*

*cannot be attributed to another health condition

When patients may NOT come into the clinic and need to reschedule:

- Feeling sick in anyway or have any of the above listed COVID-19 symptoms
- Awaiting COVID-19 test results
- Have tested positive for COVID-19
- Previously tested positive for COVID-19 and have not received a negative after recovery
- Have had close contact with anyone with a respiratory illness or a confirmed or probable/suspected case of COVID-19.
- In the last 14 days, have traveled or been in close contact with someone who has traveled internationally.
- *Consider* rescheduling when you or someone you have been in close contact with have attended a large social gathering (more than 10 people) in the last 14 days.

Facemasks

- All patients are **required** to wear a mask/facial covering for the duration of their treatments.
- Facemask will be provided for the patient, if the patient has not brought one. Patients may use cloth faces masks.
- Multiple layers of fabric such as cotton-silk, cotton-flannel, and cotton-chiffon provide significantly more particulate filtration.
- The patient must sanitize hands before donning the facemask, wear the mask over mouth and nose, and not remove the facemask while in our clinic building.

Handwashing

- Patients will be provided with hand sanitizer upon entry to the clinic. If a patient does not wish to use hand sanitizer alternatively, they may wash their hands for 20 seconds in the kitchenette area, following the CDC handwashing instructions posted nearby.
- Providers must follow the CDC guidelines and Clean Needle Technique Manual, 7th Edition for handwashing during acupuncture and other clinic procedures.

Respiratory Etiquette: Cover your cough or sneeze

- Cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and to avoid touching your face, and in particular your mouth, nose, and eyes, with your hands. You should dispose of tissues in the trash and wash or sanitize your hands immediately afterward.

Social Distancing

- Staggering patient appointments.
- Patients may not to bring guest into the clinic unless medically necessary.
- Patients will need to wait outside or in their car nearby until their provider contacts them to enter the building.
- Waiting areas are not available at this time in the common areas of the building.
- Eliminating time spent in check out. Whenever possible, electronic methods for payment and scheduling will be used.

Treatment Rooms

- All decorative items, books, magazines, office supplies, or infrequently used items have been removed from the treatment rooms.
- All porous furnishings in the clinic have been replaced by non-porous items for disinfecting purposes.

- Air purifiers with Ture HEPA carbon filter will be on during open hours and throughout the patient's treatments.

What if we have a confirmed COVID-19 case in Suite 21?

The safety, security, and health of our providers and patients is our top priority. If we have a positive COVID-19 case we will:

- Determine when the person was last in the clinic and who may have had close contact with them (close contact is defined as being within 6 feet for more than 15 minutes, having direct face-to-face contact, or being coughed or sneezed on by the ill person).
- We will notify all identified close contacts of their exposure to a confirmed case of COVID-19 while maintaining confidentiality in accordance with state and federal law.
- Broader communication may be sent to all patients depending upon the circumstances.
- Decontamination cleaning will occur if a COVID case is confirmed and the clinic will be closed until it is deemed safe.
- We will consult with the Minnesota Department of Health for further guidance.

How long to staying home when sick (Providers & Patients):

- **10 days** of in-home quarantine from your first sign of illness, plus 3 days being fever free without the aid of medication for persons who are symptomatic AND the individual should obtain COVID-19 testing.
- Stay home for **14 days** for a lab-confirmed case of COVID-19.
- Individuals may not return to the clinic until **3 days after symptoms have resolved** and have had a negative COVID-19 test.

Cleaning & Disinfection Procedures

All cleaning and disinfecting will be done with an EPA-registered hospital grade disinfectant for the appropriate contact time indicated on the product label.

After every patient visit:

- Clean and disinfect treatment table, instrument tray, countertop, chairs/stools, door handles, light switches, hand sanitizer pump handle as well as any other identified high-touch surface.

Daily

- Clean and disinfect treatment room, hallway and office floors.
- Clean and disinfect high contact surfaces in entry space, hallway and office area.

Weekly

- Clean and disinfect entryway floor.

Disinfection Checklists

- Checklists for disinfecting procedures to be carried out after each treatment and disinfecting procedures will be posted to the inside of a treatment room cabinet and in the office.

Laundry Procedures

- Providers may opt to have disposable one-time use linens: table covers, pillowcases, drapes and face cradle covers.
- Wear gloves when handling used linens. These gloves may be reusable rubber gloves. After use, disinfect gloves according the manufacturer's instructions. Always wash hands before and after removing gloves.
- Clean linens should be stored outside of treatment rooms, or if inside treatment room, clean laundry should be stored in a closed cabinet or sealed container (not on an open shelf).
- No sheets, pillowcases, drapes, cloth heating pads, mattress pads, cloth pulse/eye pillows, or blankets can be re-used without laundering in patient care.
- Roll used linens so that areas in direct contact with patients is inside. Don't carry used linens against the body.
- All linens used in patient care should be isolated into a closed leak-proof hamper after treatment or disposed of in a closed lid garbage receptacle. If using washable linens, use a disposable bag or reusable laundry bag that is cleaned with laundry. Hampers should be disinfected daily.
- Commercial processing of all reusable clinic linens is preferred. If you are processing laundry, it must be processed separately from personal items. Do not shake out laundry before washing.

Use Personal Protective Equipment (PPE)

Acupuncturists will have additional requirements for the use of PPE to prevent the spread of COVID-19.

Facemasks

- Providers must wear a medical grade face mask (surgical, KN95, or FFP2) at all times in the clinic. Ideally, a single face mask would be used per patient encounter. However, supplies are low and need to be conserved so the CDC has allowed for the medical grade mask to be used for an entire day in clinic.
- The CDC has allowed for extended use of a disposable medical grade facemask under the following conditions:
 - The facemask must be removed and discarded if soiled or damaged.

- The acupuncturist may not touch the face mask. If the face mask is touched, immediate hand hygiene is performed.
- The acupuncturist should leave the patient area to remove their face mask.
- If the mask is to be stored, the mask is folded with the outer surface folded inward (to reduce contact of outer surface), and the mask can be placed inside a clean sealable paper bag.
- The facemask may be reused up to 3 times but must be properly stored for at least 3 days before reused.
- To don a mask, the practitioner performs hand hygiene, visually inspects the mask for soil or defect, then applies the mask, taking care to not touch the inner surface
- To doff a mask, first, hand hygiene is performed. The mask is removed, taking care not to touch the inside of the mask. The mask is stored or discarded, and hand hygiene is repeated.

Eye Protection

When our area has moderate to substantial community transmission we are more likely to encounter asymptomatic or pre-symptomatic patients with SARS-CoV-2 infection so according to the CDC providers should wear eye protection in addition to their facemask to ensure the eyes, nose, and mouth are all protected from exposure to respiratory secretions during patient care encounters. **When our area has minimal to no community transmission**, providers may return to Standard precautions with use of universal use of facemasks.

- **Goggles:** Goggles provide barrier protection for the eyes. They should fit tightly over and around the eyes or personal prescription lenses, be indirectly vented (to prevent penetration of splashes or sprays) and have an anti-fog coating to help maintain clarity of vision. There is an adjustable elastic strap to allow snug fit around the eyes.
- **Face shields:** Provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles. Face shields are not meant to function as primary respiratory protection and should be used concurrently with a medical mask (for droplet precautions) or a respirator (for airborne precautions) if aerosol-generating procedure is performed. They should cover the forehead, extend below the chin, and wrap around the side of the face.
- Refer to manufactures instructions for disinfecting guidance.

Gloves

Because acupuncture as a procedure does not typically involve exposure to mucous membranes, blood or body fluids, the routine use of gloves is not required of acupuncturists. During the COVID-19 outbreak, gloves become an important PPE to prevent exposure to potential contamination.

- Upon entry into patient treatment room, perform hand hygiene, and put on a single pair of non-sterile gloves.
- Remove and discard gloves when leaving the treatment room. Immediately perform hand hygiene after discarding gloves
- Wear gloves to remove used linens after the patient treatment
- Wear gloves during cleaning and disinfecting.
 - Reusable clean gloves may be used for cleaning purposes.

Practitioner Clothing

- Acupuncturists should wear clean clothes into the clinic. Scrubs are an acceptable option.
- Remove jewelry, and avoid clothing accessories such as ties and scarves
- Clinic clothing should be immediately removed upon returning home from clinic, and laundered.

Communications and Questions

- This Preparedness Plan has been distributed to all providers who occupy Suite 21 at the Parkway Offices, 4748 Chicago Ave S, Minneapolis, MN 55407. Stefanie Beniek, owner of Family Tree Acupuncture, will update the communication as necessary.
- Please direct questions via email to Stefanie Beniek, stefanie@familytreeacu.com

Appendix A – Guidance for developing our COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov
[https://www.ccaom.org/images/ccaom/Documents/COVID-19/CCAOM Clinic Infection Control Advisory \(Updated 4.30.2020\).pdf](https://www.ccaom.org/images/ccaom/Documents/COVID-19/CCAOM_Clinic_Infection_Control_Advisory_(Updated_4.30.2020).pdf)
https://www.who.int/health-topics/coronavirus#tab=tab_1

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Facemasks and Respiratory etiquette

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>
<https://www.health.state.mn.us/people/cyc/hcpposter.html>

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Disinfecting

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
<https://www.cdc.gov/hai/prevent/resource-limited/laundry.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Screening signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html
<https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/non-contact-infrared-thermometers>
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
