

COVID-19 Site-Specific Protection Plan

Updated: July 6, 2020

Business Name: **South East Bay Pediatric Medical Group**

Facility Address: **2191 Mowry Ave. Ste.600C**

Approximate gross square footage of space open to the public: **4000 square feet**

Signage:

- Signage at each public entrance of the facility to inform all employees and patients that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact; wear mask or face covering for all individuals older than 2 years.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Bathrooms: every 2 hours 10 am, noon, 2 pm, 4 pm
 - Break rooms: every 2 hours 9:30am, 11:30am, 1:30am, 3:30am
 - Other: waiting areas every 2 hours 9:45am, 11:45am, 1:45pm, 3:45pm
- Symptom checks and temperatures are also being done for patients and family members when they enter the office.
- Disinfectant and related supplies are available to all employees at the following location(s): At the lab, break room and storage area
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): throughout the office
- Soap and water are available to all employees at the following location(s): Every exam room, break room, lab, bathrooms.
- Copies of this Protocol have been distributed to all employees.
- Accommodations are being made for employees who are 60 and over.
- Other—Describe other measures: Masks will be worn for all patient contact. Ill patients will not come through the front door, they will be met by an MA wearing a face mask, eye protection, and gloves and escorted directly to designated room. Patients will not check out at desk anymore and employees will call patients by phone to schedule follow up appointments. Walk-ins will not be accepted. Any staff member who is ill may not return to work until they have been fever-free AND have had improved symptoms for a minimum of 72 hours.

Any staff member who has been cleared to return to work from an illness MUST wear a mask for 14 days after the start of symptoms

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

Limit the number of people in the office at any one time: We will limit the number of MDs in the office to 5 at any one time, and only have the amount of support staff necessary. We will also decrease the number of patients that each MD sees to allow more time to disinfect rooms between patients. This will also allow for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

If more than 2 families are waiting to be brought to rooms, they will be instructed to wait in their car so we do not have people closer than 6 feet together in the waiting area.

Families will be encouraged to bring only the minimum amount of people required for the office visit.

All sick patients will be roomed directly from their car, through a separate entrance, and to a designated room.

All patients will be roomed as quickly as possible and will remain in the rooms for the entire visit. All vaccines and labs will be done in the exam rooms

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

Placing signs outside the office reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in patient line areas inside the office and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

All employees have been instructed to maintain at least six feet distance from patients and from each other, except employees may momentarily come closer when necessary to accept payment, or when involved in direct patient care.

Patients will be brought directly to exam rooms; if there are more than 2 families waiting to go back, they will wait from their car.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

Providing for contactless payment systems – no cash payments and frequent sanitizing of credit card apparatus

Other: As much as possible, well checks will be scheduled early in the day. Ill visits will be scheduled in the afternoon. Ill patients will enter directly from their cars, through a separate doorway to designated exam rooms. Ill patients will be accompanied at all times and given something to cover their mouth and nose if they are not wearing a mask. Ill patients will exit through the back doorway and not go through check out. Follow up visits will be scheduled by telephone.

Video visits will be encouraged whenever possible

Measures To Increase Sanitization (check all that apply to the facility):

All rooms will be thoroughly wiped down after each visit. If a procedure is done that generates aerosolized secretions (e.g.COVID testing), then the room will not be used for 1 hour, and then thoroughly wiped down
COVID testing will be done in the car when possible.

Employee(s) assigned to disinfect rooms, high contact surfaces, and all equipment after each use

Hand sanitizer, soap and water, or effective disinfectant is available in every exam room and all bathrooms

Shared information like handouts will be removed from the rooms.

Nebulizers will be avoided in favor of MDI's whenever possible

You may contact the following person with any questions or comments about this protocol:

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