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**Screen and Isolate Plan for COVID-19\***

**Objective and Plan:** Starting [xx/xx/xx], our practice will start screening every individual person for COVID-19 symptoms prior to their visit via a pre-appointment screening and reschedule individuals who screen positive to reduce the risk of spreading infection. At this time, we anticipate this plan to be in effect until further notice.

**Screening:**

EVERY person must be screened both prior to their scheduled appointment as well as EVERY person that enters the facility *immediately* upon entry for the following symptoms with the following questions:

1. **Do you have a cough?**
2. **Fever?**
3. **Body aches?**
4. **Shortness of breath?**
5. **Sore Throat?**
6. **Flu-like symptoms?**
7. **Sudden loss of smell or taste?**
8. **Have you or anyone in your household traveled over 200 miles outside of the Hoboken area in the last 2 weeks?**
9. **Have you been tested for COVID and have you gotten your test results?**
10. **Have you had any contact with someone that tested positive or was possibly infected with the virus and not tested?**

Negative screened Patients- Patients who report “No” to all screening questions will be directed to carry out business as normal at the practice while following the process indicated below.

Positive screened patients- Patients who report “Yes” to any screening questions will have their appointments rescheduled, walk-in patients will be asked to exit the facility.

**Patient Flow Process**

* Appointment times will be staggered to reduce waiting time exposure as well as patient-to-patient exposure.
* The Practice will have a staff member stationed at the Aesthetic Lobby Door for the purpose of conducting the screening, triaging and directing traffic flow.
* All patients will have their temperature taken as a vital sign at the within upon entry prior to checking in for their scheduled appointment. Patients with a temperature of 100.4 or above will be asked to reschedule their appointment and exit the facility.
* All other patients will be directed to the Hand Washing Station in the Aesthetic Lobby. And then proceed to the Registration Desk to check-in.
* After checking in, patients will be directed to wait in their vehicles instead of in the waiting areas to prevent inadvertent spread of the virus. The appointed traffic flow staff member will call the patient’s cell phone when the provider is ready for the treatment. Any accompanying individuals will be required to wait in their respective transportation.
* All patients requesting product pickup only, will be directed to the existing curbside pickup process.

**All Staff**

* All staff should don (at minimum) a fitted mask and eye protection during interactions with patients.
* In addition, all staff should don gloves as per usual for all medical treatments.
* Staff lunches will be staggered in order to minimize the amount of individuals in the break room at one time.
* All staff will be required to leave ALL personal belongings in their assigned areas. Personal items will not be allowed in patient lobbies or exam rooms.

**Social Distancing**

* Attempts should be made to keep a social distance of at least 6 feet to both patients and staff whenever possible throughout the entire facility including the break room.

**Limitation of shared products**

* For the time being, pamphlets, paper reading materials, product testers, etc. will be removed from lobbies to prevent contamination.
* For the time being, there will be no beverage service in the lobbies.

**Sanitation of workstations**

* Employees should take great care in the routine sanitation of workstations and work areas at beginning and end of shift. Special care should be taken to frequently touched items such as the entrance and exit door handles, hand washing stations, registration desktop, desk chairs, telephones, keyboards, cell phones, writing utensils, calculators, water bottles, coffee cups, or any other items that are frequently touched throughout the day.
* If employees are switching workstations throughout the day to cover breaks, frequently handled surfaces such as registration desktops, desk chairs, phone, keyboards, and writing utensils should be sanitized between employees if possible.

**Hand Hygiene**

* Employees should take great care in exercising excellent hand washing at every available opportunity. If soap and water is not available, hand sanitizer may be substituted.
* Hand hygiene should be performed before donning/doffing any personal protective equipment, before and after patient care, before and after eating, before and after touching your face, after using the restroom, and before and after every shift.

**Symptomatic Employees**

* Employees who experience any of the COVID 19 screening questions, are exposed to someone with COVID 19, or who care for someone who has COVID 19 symptoms or who have confirmed COVID 19 symptoms should contact their direct supervisor and plan to stay home for at least 14 days after onset of symptoms or 14 days after exposure.

**Providing Exceptional Kindness**

* During this time, it is most important to provide compassion, excellent care, a positive attitude, extra kindness, and patience to our patients. They are going to be very nervous and have a lot of questions and as the healthcare professionals at the Practice, they are going to be looking to us to provide reassurance during this time. We should work our very hardest to try to accommodate our patients and provide the best care that we can with a smile while also working very hard to lower the risk to our staff and the people who come in contact with our patients.