

# **ANIMAL ALLEY VETERINARY HOSPITAL 11/01/20**

## **COVID-19 Preparedness & Response Plan**

**UPDATED 11/01/2020/ 04/20/2021**

### **General**

The following COVID-19 preparedness & response plan has been established for Animal Alley Veterinary Hospital in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19 and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules, OSHA guidance and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Practice Manager has read these guidance documents carefully, found the safeguards appropriate to Animal Alley Veterinary Hospital on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, OSHA and CDC guidance are periodically updated. Practice Manager will be responsible for visiting these guidance webpages regularly (for example, weekly) for the latest information and for revising the plan as necessary. This plan reflects the EOs and CDC guidance as of **10/12/2020. Updated 4/20/21.**

Animal Alley Veterinary Hospital designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite Practice Manager will remain on-site when employees are present on-site. An-site employee, C.H. and secondary backup J.S. are designated as backup personnel.

The plan will be made readily available to employees and the general public on Animal Alley Veterinary Hospital website and/or in hard copy, located at the table by the front door.

### **Exposure Determination**

Animal Alley Veterinary Hospital has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Practice Manager was responsible for the exposure determination.

Animal Alley Veterinary Hospital has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
  
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2 but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Practice Manager verifies that Animal Alley Veterinary Hospital has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Animal Alley Veterinary Hospital has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
1. Animal Examination process	Lower-Medium	Limited public contact- outside and with distance
2. Reception	Lower	Very limited public contact
3. management functions	Lower	Very limited public contact

### **Engineering Controls**

Animal Alley Veterinary Hospital occupies a rental space within the building located at the main address. Heating and cooling filters will be changed at a 100% increased rate to ensure the most clean air as possible. (Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.) The employer recognizes that the best solution would be to incorporate a change in the heating and cooling system, however, as this is a rental unit that possibility is not available.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing of physical barriers (such as clear plastic sneeze guards) between workers and customers has taken place.
- The feasibility of Increasing the amount of ventilation in the building, i.e., the amount of fresh outdoor air that is introduced into the building is currently being analyzed.

The Practice Manager, under the guidance of the Business Owner, will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
1. Increased facility sanitation on a bi monthly basis and as needed	Cleaning Company
2. Routine sanitation by staff throughout the day and when the general public may enter the building.	Wipe down of all door handles, bathroom services, towel dispensers, floor areas and countertops as well as computers and equipment that may be used on a continual basis.

### Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Practice Manager will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Animal Alley Veterinary Hospital.

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite. All attempts will be made to adhere to this distance when feasible.
Work Place	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
General Public/Staff	Restrict face-to-face meetings with public. Communicate with public through phone, email, tele- conferencing, and web conferencing.

General Public	Restrict the number of customers in the establishment at any given time. Public is restricted from entry into the building and will be very limited. Exception is opportunity for patient owners to attend euthanasia. All general public will be required to fill out the screening document and their temperature will be recorded. Any unusual results from these procedure will result in terminating further access within the building.
Staff and General Public	Provide employees/or public with medical grade face coverings.
Staff	Require employees to wear cloth/medical face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All General Public and Staff	Require customers and the public to wear cloth face coverings; fill out screening tool and non touch temperature will be taken and recorded.
Reception Staff	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again
All staff	Encourage customers to place orders for merchandise or services through the phone or web.
All staff	Promote curbside and home delivery to minimize contact with customers.
All staff	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Management	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Management	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Management	Maintain flexible policies that permit employees to stay home to care for a sick family member.

### **Hand Hygiene**

The Practice Manager, will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Animal Alley Veterinary Hospital shall provide employees with antiseptic hand sanitizers or towelettes, as well as adequate time for employees to wash hands frequently and to use hand sanitizer.

### **Disinfection of Environmental Surfaces**

Animal Alley Veterinary Hospital will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Cleaning supplies will be made available to employees upon entry and at the worksite.

The Practice Manager will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Animal Alley Veterinary Hospital will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Floors/counters	Oban or Bleach or	Every am upon opening
Computers, mouses, keyboards	CDC approved cleaning products	And throughout the day as needed
Door handles, door surfaces		End of day
Bathroom fixtures, etc.		

Animal Alley Veterinary Hospital has hired a professional cleaning company who will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Practice Manager will be responsible for seeing that this protocol is followed.

As of 4/1/2021, guidelines as listed above have been updated by the CDC. It has been determined that the risk of germ exchange from hard services is almost nonexistent. Therefore, the need of extensive cleaning will be scheduled based case-by-case by the Practice Manager.

The following methods will be used for enhanced cleaning and disinfection, and to ensure the reduction of elimination of air borne infections:

### **Personal Protective Equipment (PPE)**

Animal Alley Veterinary Hospital will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Animal Alley Veterinary Hospital does not provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Animal Alley Veterinary Hospital requires employees to wear face coverings. Animal Alley Veterinary Hospital encourages employees to maintain, if at all possible, six feet of separation from other individuals in the workplace. Animal Alley Veterinary Hospital will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All jobs within Hospital	Face coverings – medical and cloth

### **Health Surveillance**

Animal Alley Veterinary Hospital has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The Practice Manager will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Animal Alley Veterinary Hospital will have employees self-screen for COVID-19. Animal Alley Veterinary Hospital will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees. Animal Alley Veterinary Hospital will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Practice Manager before and during the work shift. Animal Alley Veterinary Hospital has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

#### **Actively encourage sick employees to stay home:**

- Employees who have symptoms should notify their supervisor and stay home

- Employees will not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Consider conducting daily in-person or virtual health checks: Before entering into the main hospital area, all employees are required to fill out a health survey form, wear masks, and utilize hand sanitizer in accordance with state and local public health authorities regarding current health and possible Covid-19 exposures. All forms are reviewed by the practice manager.

Animal Alley Veterinary Hospital will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Animal Alley Veterinary Hospital will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Practice Manager will notify the local public health department within a 24 hour period as required by CDC regulations, or immediately if possible. Co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, or who was exposed to a person with an unconfirmed case of COVID, will be notified within 24 hours, or immediately if possible. Because a COVID diagnosis or COVID exposure is considered confidential medical information under the ADA, the employer will not reveal the name or identity of the confirmed case or exposure. However, unusual circumstances may require a limited amount of sharing of the confidential information regarding a COVID exposure or diagnosis. The employer will, to the best of its ability, respect the sharing of such information and will do so only on an as needed basis. As needed basis is defined as a circumstance in which the employer must disclose enough information to at least satisfy the OSHA general duty clause which is the agency's requirement that employers maintain a safe work environment for all employees.

Animal Alley Veterinary Hospital will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

### **Training**

The Practice Manager shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The Practice Manager will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

### **Recordkeeping**

Animal Alley Veterinary Hospital will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- All actions taken by the employer in the cases of a COVID diagnosis or exposure will be kept in a locked file and available for inspection by appropriate authorities.

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha).  
(MIOSHA/CET-5700 -- Revised 10/14/20)

Kc 11/2020

KC 04/20/2021