

Indiana University Health Safety Plan

IU Health takes the health and safety of our team members, patients and visitors very seriously. In response to the spread of “COVID-19,” a respiratory disease caused by the novel coronavirus, IU Health has developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. The organization will monitor coronavirus-related guidance and will communicate any changes to this Plan accordingly. Pieces of this plan will be executed based on a series of factors, including but not limited to, when appropriate supplies can be procured (i.e. – some team members may not return to office spaces unless appropriate disinfecting wipes are available in the offices).

We are counting on all team members to do their part to promote a healthy, safe working and patient care environment. If you have any questions about this Plan, please contact your leader or local HR team.

I. Team Member and Visitor Health Screening Process

IU Health instituted the following processes for all team members, patients and visitors attempting to enter our facilities:

▪ General guidance for team members

- Team members should not report to work if they are exhibiting any symptoms.
- Symptomatic team members are able to call the IU Health Virtual Screening Clinic for further assessment and clinical guidance (be sure to select the team member option when using the IU Health Virtual Visit App).
- Signage has been placed in team member-facing areas to remind them of limits on number of team members allowed in shared spaces, proper etiquette (including turning away from other individuals and coughing/sneezing into their elbow), social distancing requirements, hand hygiene, universal mask mandate (continue to wear masks in break rooms unless eating), and more.
- Guidelines are established for certain team members with qualifying health issues (as defined by IU Health) to opt out of caring for COVID-19 patients. COVID-19 patients are defined as symptomatic suspected (answering “yes” to IU Health’s screening question(s)) or confirmed COVID-19 patients with positive test results AND in Enhanced Droplet Contact or Enhanced Airborne Contact Precautions. These will be updated and communicated, as needed.

▪ Screening Process

- IU Health has adopted a single, consistent approach to how we treat and screen patients and visitors at all clinical locations (administrative locations permit visitors on a case-by-case basis approved and administered by its local leadership with visitors subject to passing the same screening questions, wearing a mask and practicing social distancing).
- IU Health has limited the number of access points to its clinical facilities, so all patients and visitors enter through main doors and will be screened upon entry.
- Screening questions and procedures at access points will be consistently modified based on latest CDC recommendations.
 - The screening questions will only be asked of visitors at the building entrance, not patients. All patients will receive a mask upon entry and be asked to hand sanitize.
 - Patients will continue to be asked the screening questions at the service area registration desk.
 - Patients will continue to be asked the screening questions conducted when they meet with the Medical Assistant or nurse in nurse triage.



- If a visitor meets the Family Connections Guidelines AND passes the screening question, they will be permitted into the building and also given a mask and asked to hand sanitize.
 - If a vendor is necessary for patient care AND passes the screening questions, they will be permitted into the building and also given a mask and asked to hand sanitize.
 - All contractors must pass the screening questions, wear a mask and follow Design & Construction protocols.
- Signage will be posted in public areas to remind visitors and team members of social distancing requirements, hand hygiene, universal mask mandate, and more.

▪ **Family Connections - Visitor Guidelines**

- To better protect our team members, patients and caregivers, IU Health has adopted a single, consistent approach for handling family connections.
- The Family Connections Guidelines provides the framework for decision-making on visitation within IU Health facilities based on a data-drive approach and will be consistently modified based on latest recommendations.
- A mask must be worn by visitors at all times while inside the facility along with adherence to any additional PPE requirements that may be requested.

▪ **Team Member COVID-19 Testing and Diagnosis**

- Any team member who tests positive for COVID-19 or is diagnosed with COVID-19 by a healthcare provider should not report to work but should immediately notify their leader.
- Team members will use the IU Health Virtual Screening Clinic to receive return-to-work guidance.

II. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- IU Health will provide appropriate cleaning supplies throughout our facilities and to team members. We will ask each team member regularly to wipe down any area in the team member's personal workspace where the team member has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, shared devices/equipment and handles.
- IU Health have engaged our cleaning service to increase the frequency and depth of cleanings to ensure all areas of the workplace are thoroughly cleaned with additional regularity.
- Approved cleaning and disinfecting products may change and these changes will be communicated via the IU Health Team Member Portal, COVID-19 page.

III. Enhanced Personal Hygiene/Protection Measures

- IU Health is reminding team members of regular steps that can be taken to reduce the spread and/or prevent exposure to this virus, including:
 - Perform hand hygiene using alcohol based hand sanitizer or washing with soap and water for at least 20 seconds



- Avoid touching eyes, nose, and mouth
- Avoid close contact with others, do not gather in groups at work or outside of work, stay out of crowded places
- Cover mouth and nose with an approved face mask when around others, and replace mask regularly
- Cover coughs and sneezes with a tissue or the inside of the elbow
- Clean and disinfect surfaces daily
- IU Health is providing hand sanitizer stations and bottles throughout the workplace for team members, patients and permitted visitors to use.
- We also provide tissues and no-touch disposal receptacles throughout the workplace for team member use.
- All team members are required to wear a mask at all times within IU Health facilities unless alone in personal space (office) or when eating/drinking.
- All team members will adhere to personal protective equipment (PPE) guidelines, which will continue to be updated on the IU Health Team Member Portal, COVID-19 page.

IV. Social Distancing

IU Health requires all team members, patients, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both team members and members of the general public when possible. In addition:

- To facilitate social distancing, six-foot distances will be visibly designated (where possible) throughout the workplace and signage posted.
- Physical barriers (plexiglass or other similar materials) should be considered to reduce the risk of transmission in public areas and worksites. Barriers do not replace the need wear masks or to maintain six-feet of separation between individuals when possible.
- Shared team member spaces (break rooms, conference rooms, restrooms, workstations, enclaves, etc.) will be limited to an appropriate capacity to comply with social distancing guidelines. Room limits will be clearly labeled on the exterior of the room.
- Continual assessment and modification of team member spaces may be required as more team members return to work.
- Unmasked activities (eating/drinking) are high risk for transmission. Social distancing guidance must be followed including in cafeterias, break rooms, and shared office spaces.
- Team members in shared office spaces are required to wear masks. Eating is discouraged in shared office spaces.
- We encourage evaluation of the following administrative measures:
 - Staggering lunch and breaks to limit number in breakrooms
 - Staggering start and end times of shifts in order to reduce the concentration of team members on-site at a given time
 - Allowing team members to work remotely when able. Team members should continue to follow updated and published guidance on continued efforts to work-from-home during this time.

