IU Health takes the health and safety of our team members 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 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 and visitors attempting to enter our facilities:

▪ General guidance for team members
  – Team members are consistently reminded to stay home 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.
  – Signage will be implemented 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, 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. These will be updated and communicated, as needed.

▪ Visitor Restrictions
  – IU Health has adopted a single, consistent approach to how we treat and screen patients and visitors at all locations.
  – IU Health has limited the number of access points to its facilities, so all visitors enter through main doors and will be screened upon entry.
  – As of May 4, 2020, the new screening process is:
    ▪ Screen for an updated list of symptoms (consistently modified based on latest CDC recommendations):
      – “Do you have a new cough, shortness of breath, fever, chills, muscle pains, headache, sore throat, diarrhea, nausea, or new loss of taste or smell within the last 14 days?”
    ▪ The screening question will only be asked of visitors at the building entrance, not patients. All patients and visitors if required (parents of pediatric patients and adult caregivers) will receive a mask upon entry and be asked to hand sanitize as they do today.
    ▪ Patients will continue to be asked the screening question at the service area registration desk.
    ▪ Patients will continue to be asked the screening question when they meet with the Medical Assistant or nurse in nurse triage.
    ▪ Visitor/guest restrictions have not changed. If a visitor meets the visitor exception criteria AND passes the screening question, they will be permitted into the building and also given a mask and asked to hand sanitize as they do today.
Visitors are not currently allowed in IU Health office buildings (where patient care is not provided) and virtual connections are encouraged. Vendors must be screened and will be allowed into our buildings only if their presence is necessary for patient care.

Vendors and contractors for Design & Construction projects will follow IU Health guidelines specific to COVID-19.

**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.
- Any team member who tests positive for or is diagnosed with COVID-19 by a healthcare provider must stay out of the workplace for at least 10 days (after illness onset/the date symptoms begin) and be symptom free for at least 72-hours. Team members will use the IUH 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, 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.

---

**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:
  - Washing hands often 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, stay out of crowded places
  - Cover mouth and nose with a cloth face mask when around others, and keep mask washed 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.
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:

- Team members in offices that don’t deliver patient care will be encouraged to wear masks at all times while on IU Health premises.
- Patients and visitors in IU Health facilities that deliver patient care are required to wear masks at all times while on the premises.
- To facilitate social distancing, we will visibly designate six-foot distances (where possible) throughout the workplace.
- Lunch/Break rooms, conference rooms, restrooms, 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.
- We will encourage staggering lunches and breaks to limit the occupancy of lunch and break rooms.
- We will encourage staggering start and end times of shifts in order to reduce the concentration of team members on-site, using elevators/stairwells, etc. at a given time.
- Supervisors have contacted team members who are able to work from home effectively regarding plans for ongoing telework.