

March 16, 2020

To Our Team,

With the growing concerns about the COVID-19 pandemic, we want you to know that the health and safety of our team, patients, providers, and the community in general are our top priority.

As we monitor this evolving situation, we want to share the ways we are protecting you and the community we serve.

- We implemented a more concise pre-screening process; Three phase process (medical office, PAT call/Passport plus website, and the reception area)
- Limit the number of visitors to one per patient
- As part of our comprehensive emergency plan activation:
- the day-to-day hierarchy of authority will be superseded by the Emergency List:
 1. Administrator
 2. (Please refer to the ASC comprehensive emergency plan for list)
- The administrator should be first notified of any issues before calling out to vendors, contractors, or any other outside organizations.
- Communication with you will be via email, text, phone, or web. We are currently updating each ASC website to include an employee login where general information will be posted.
- We are working with the ASC respective management boards and human resources on the employment situations/benefits during this time.
- Please be patient as we navigate this, but if you have any questions in regards to your current employee benefit package, please reach out to the HR Department at HR@axismb.com
- As part of our continuity of operation plans, we are requesting all employees to follow the strategies noted below

Strategies to Use Now

SICK PERSONS SHOULD STAY HOME

- Influenza “the flu” and COVID-19, the illness caused by the new coronavirus, are both infectious respiratory illnesses. Although the symptoms of COVID-19 and the flu can look similar, the two illnesses are caused by different viruses.
- Advise workers to be alert to any signs of fever and any other signs, such as fever or chills AND cough or sore throat OR difficulty breathing, before reporting to work each day, and notify their supervisor and stay home if they are ill. Employees who are ill should not travel while they are ill.
- Due to the similarity of the influenza and COVID-19 symptoms, HOSC will follow the CDC recommendations for the COVID-19 on both situations (unless employee has a negative COVID-19 laboratory test result) due to the current COVID-19 Pandemic.
- If employee laboratory test is negative for the COVID-19, CDC recommends that employee with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.
- Quarantine occurs when a person is believed to have been exposed to COVID-19 disease but is not symptomatic, according to the CDC. It’s a way to monitor if symptoms develop and at the same time, avoid any possible spread to others. People under quarantine for possible COVID-19 might be asked to stay home and avoid going out in public for a period of 14 days.
- Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

SICK EMPLOYEES AT WORK SHOULD BE ADVISED TO GO HOME

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Wear a mask if you have respiratory symptoms such as a cough or runny nose.

- If an employee becomes ill at work, inform fellow employees of their possible exposure in the workplace. Employees exposed to a sick co-worker should monitor themselves for symptoms and stay home if they are sick.

Protocol for Employees Who Become Ill

Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza or COVID-19 at work, they are to contact their manager or other designated person. Telephone communications are preferable. An example is below.

1. Speak with the individual by phone.
2. Check if the employee has any influenza or COVID-19 symptoms or has been exposed to an influenza or COVID-19 patient. (If the employee has influenza or COVID-19 symptoms they should be treated as a “suspect COVID-19 case”).
3. If the employee is symptomatic at work provide him/her with a surgical mask and instruct him/her to put the mask on immediately. (This is to help protect other staff).
4. Instruct the employee to leave work. If possible, public transportation should be avoided. If public transportation is unavoidable, instruct the employee to keep the mask on and cough or sneeze into a tissue while traveling.
5. Advise the employee to contact a medical professional.
6. Have the employee’s workstation disinfected.
7. Inform supervisor and human resources of employee absence and need for coverage.
8. Check on the employee during his/her absence from work.
9. Encourage employee to return to work once he/she have recovered