

anodynesurgical.

As we all know, changes occur daily with the information we are receiving about COVID-19. Our intent is to keep communication ongoing to help relieve any misconceptions and anxiety. With that being said, we will only share information that needs to be shared and ask that you do not ask for information regarding the status of someone's health and wellbeing. Furthermore, if communication or information does not come from Kirk, Stacey, Craig or Julie, do not believe it to be true. At a time like this, miscommunication can heighten fear. If someone is diagnosed with COVID-19, we will follow proper measures issued by CDC and the health department.

Remember, we are all in this together. Let us know if you have any questions or concerns.

Facility Preventive Activity

- Surfaces (e.g. desks and tables) and objects (e.g. doorknobs, handrails, telephones, keyboards, elevator buttons,) must be wiped with disinfectant labeled to be effective against rhinovirus and/or human coronavirus frequently, virus survives up to 3 hours on hard surfaces
- Prepare for increased contractor cleaning services
- Limit visitors and vendors; including online delivery services for lunch.

People Preventive Activity

- As with all external communications – all media communications (TV/News/Newspaper) are to be delivered via Kirk or Stacey.
- Contact Tracing for potential or confirmed Covid-19 cases. Specific detail gathering on individual potential or confirmed cases;
 - Symptoms demonstrated
 - Contact with confirmed Covid-19 case – positive test date
 - Contact with co-workers – dates, names, meetings, cafeteria
- All potential or confirmed Covid-19 cases must be reported to Julie. All case information is sensitive and must be treated as confidential.
- Highlighting the remote work arrangements for non-essential personnel – move as quickly as possible on this one to protect the manufacturing employees from non-essential personnel exposure
- Employees with flu like symptoms must stay home, and encourage early medical interventions
- Refrain from shaking hands, hugging, close interactions with co-workers
- Practice respiratory hygiene (covering mouth and nose)
- Avoid touching your face, eyes, nose with your hands
- Avoid face to face employee meetings or trainings, use technology
- Practice Social Distancing – 6 feet from others
 - Breakroom
- Stagger breaks and lunch to limit employee interactions
- Promote regular and thorough handwashing with soap and water
- Use sanitizing hand rub >60% alcohol
- Disinfect mobile devices routinely
- No more than 10 employees together at any time

Employee's Responsibilities

- Wash Hands
- Social Distancing
- Report any symptoms to supervisor immediately and/or stay home when feeling sick
 - Contact your medical provider or Mercy's COVID hotline number 636-297-5712
 - Follow CDC Guidelines
 - Be fever free without any fever-reducing medication for 72 hours
 - Contact your doctor or medical provider
- Report if you have been exposed to someone with COVID-19 immediately
- If you are calling out because you are sick, please call Julie or Craig's direct lines:
Craig: 636-720-9736
Julie: 636-238-4963
- Wellness Questionnaire (this allows us to gather factual information) STRONGLY REQUESTED
- Communication will come via text from outside provider called **CallMultiplier** or will appear as Anodyne Surgical when you are called.

Supervisor's Responsibilities

- Ensure department honors cleaning schedule
- Reports COVID-19 concerns to Julie and Craig

Julie's Responsibilities

- Intake questionnaire with employee
- Work with Craig on an action plan
- Communicate with the employee during illness
- Contact the health department if necessary

Craig's Responsibilities

- Administer and oversee that the employee's station has been properly cleaned
- Work with Julie on an action plan to ensure safety of all employees