

Center for Hospice Care and Hospice Foundation’s Safety Plan:
Keeping Employees, Clients, and Visitors Safe

1.0 Purpose

On May 1, 2020, Governor Holcomb introduced the Back on Track Indiana plan, which provides five different stages over which Indiana will slowly and strategically reopen or return to full capacity. The progression through the five stages is dependent upon external factors and, therefore, may not occur in a linear matter.

In accordance with Governor Holcomb’s Executive Order, Executive Order 20-26, the Center for Hospice Care and the Hospice Foundation (together, the Organization) has developed this Safety Plan addressing the measures the Organization has undertaken to keep its employees and visitors safe. This Plan details, at a minimum, the (a) health screening process, (b) cleaning and disinfecting protocols, (c) personal hygiene measures, and (d) social distancing requirements the Organization has established and will continue to implement in accordance with applicable local, state, and federal law.

The contents of this Safety Plan are subject to change and may be updated from time to time. Updates will be posted on Organization’s website and in each physical location that is open to the public. Employees can access the Safety Plan in their designated workplace information posting location.

2.0 Locations

This Safety Plan applies to Organization’s operations at the following locations:

1. Center for Hospice Care, 501 Comfort Place, Mishawaka IN 46545, St. Joseph County
2. Center for Hospice Care, 22579 Old US 20 East, Elkhart IN 46516, Elkhart County
3. Center for Hospice Care, 112 S Center St, Plymouth IN 46563, Marshall County
4. Center for Hospice Care, 309 W Johnson Rd., Suite A, La Porte IN 46350, LaPorte County
5. Milton Adult Day Services, 922 E Colfax Ave., South Bend, IN 46617, St. Joseph County

3.0 Definitions

“Back on Track” means Governor Holcomb’s *Roadmap to Safely Reopen Indiana*, including the five-stage plan to reopen and all related standards, industry-specific guidelines, and Executive Orders.

Back on Track information is available here:

<https://www.backontrack.in.gov/>

“COVID-19 symptoms” means symptoms of COVID-19, the condition caused by the SARS-CoV2 virus, as currently set forth by the U.S. Centers for Disease Control and

Prevention (CDC), including fever (body temperature greater than 100.4°F), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and less common symptoms like nausea, vomiting, or diarrhea.

CDC's symptom list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

“Clients” means any hospice patient, family member, or other individual receiving direct services through Organization, whether inpatient, office-based, or community-based.

“Visitor” means any individual who is not an Organization employee or owner who visits Organization's physical locations, including guests, clients, independent contractors, vendors, and delivery persons.

“Vulnerable population” means, as currently set forth by the CDC, those at higher risk for severe illness from COVID-19 include:

- Individuals who are 65 years of age or older;
- Individuals with underlying medical conditions, including:
 - Individuals with chronic lung disease or moderate to severe asthma;
 - Individuals who have serious heart conditions;
 - Individuals who are immunocompromised;
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDs, and prolonged use of corticosteroids and other immune weakening medications.
 - Individuals with severe obesity (morbidly obese stage 3 high risk BMI of 40 or higher);
 - Individuals with diabetes;
 - Individuals with chronic kidney disease undergoing dialysis; and
 - Pregnant individuals.

The CDC's vulnerable population list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

4.0 Safety Plan Measures

The following measures will remain in place until modified or ended by Organization. These measures are in addition to Organization's standard policies and procedures designed to protect the health and safety of its employees and visitors and comply with applicable law. These measures may be modified or ended based on federal, state, or local requirements, including progression through the Back on Track stages to reopen Indiana and related Executive Orders. This Safety Plan complements the Organization's “Back on Track CHC” plan to return to full operations.

Client Services

Organization provides hospice and bereavement services directly to clients in inpatient settings, office-based settings, and within the community. Each of these settings has standard policies and procedures which will be modified as necessary based on this COVID-19 Safety Plan, applicable law, and current conditions. Employees providing services in any setting must adhere to all required policies and procedures of Organization, including this Safety Plan.

A copy of the current Safety Plan is provided to clients at intake, upon request, and is posted publicly on Organization's website. Clients and their families with questions regarding this Safety Plan should contact their case manager or call 1-800-HOSPICE (1-800-467-7483) and leave a message for an administrator.

Protective Equipment/Personal Hygiene

- Employees are provided with disposable masks, gloves, and other personal protective equipment (PPE) for use and instruction on proper use, as well as hand sanitizer, tissues, waste receptacles, and other items. Such PPE must be used in accordance with CDC guidelines.
- Visitors are encouraged to wear face coverings while on-site.
- Hand sanitizer has been placed in multiple areas on-site for employees and visitors and is also available upon request. On-site restrooms are available for employees and visitors to use for hand washing.
- Employees are provided opportunities throughout the workday for hand washing and use of hand sanitizer.
- CDC posters have been placed throughout the workplace to remind employees and visitors of infection control measures.

Health Screening Process

- Employees must monitor and report any COVID-19 related symptoms as described in this policy, follow all employer health check reporting protocols, and not report to work if they are experiencing COVID-19 symptoms.
- Employees reporting possible COVID-19 symptoms while at work will be evaluated and sent home.
- Employees must notify Human Resources promptly if the employee develops symptoms of COVID-19, tests positive for COVID-19, has had close contact with someone who tests positive for COVID-19, or plans to travel outside of the state.
- Employees returning to work after having COVID-19 symptoms, a positive test for COVID-19, or having had close contact with someone testing positive for COVID-19 must be cleared to return with consultations with Human Resources and the designated employee health nurse in accordance with CDC guidelines and applicable federal, state, and local law.
- Employees returning to work after becoming symptomatic or testing positive for COVID-19 must complete a Statement of Health.

- Employees must attest that they are free of a fever without the use of medication for at least 72 hours, that any symptoms have improved for at least 72 hours, and that at least 7 days have passed since the symptoms first began. Currently, employees are not required to provide a health care provider certification to return to work.
- Employee health screening information is confidential and will only be shared with public health authorities or as otherwise permitted by applicable law.
- Visitors must complete a Visitor Questionnaire prior to entering an Organization location and may have their temperature checked with a touch-free thermometer. Visitors refusing to complete such certification, or who disclose heightened risk of COVID-19 infection, will not be permitted onsite.
- Visitors who are members of a vulnerable population are encouraged to use caution and limit on-site visits during stages two and three and should continue to exercise caution during all stages of Back on Track. Organization will make remote options available to clients when feasible.

CDC's Social Distancing Requirements

- CDC social distancing requirements will remain in place until no longer required by Indiana's Back on Track program or other authorities. Currently, there is no established end date for social distancing requirements, regardless of stage.
- Organization has installed signage and, where appropriate, floor markers to remind employees and visitors of social distancing requirements.
- *Physical Distance*: All employees and visitors must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific circumstance, such as a medical exam. Visitors accompanying another visitor to an onsite location (such as a parent and child) are not required to maintain a physical distance from each other but should maintain social distancing with respect to all others.
- *Meetings and Gatherings*: Face-to-face meetings must occur within social distancing requirements. Instead, employees should conduct meetings virtually or telephonically whenever possible.
- *Conference Rooms*: Prior to a meeting or gathering, employees must reserve a conference or meeting room and sign-in/out. Available seating in meeting and conference rooms has been reduced to comply with social distancing guidelines.
- *Visitor Meetings and Gatherings*:
 - If an in-person meeting or gathering is required, the employee hosting the meeting must confirm each visitor has filled out the COVID-19 Screening Questionnaire.
 - These questions are documented in a Visitor Questionnaire for each guest to complete with the guest's name, organization, phone number, and date of visit. The employee host will then indicate which room was used during the meeting. All completed questionnaires must be sent to Human Resources.

- *Kitchen Use:* Employees may still use kitchens but must limit such use to obtaining food and beverages. No gatherings are permitted during Back on Track Stages Two and Three. Employees must ensure that any kitchen use is limited and quick.

Cleaning and Disinfection Protocols

- Cleaning and disinfection with respect to medical visits or procedures will be undertaken in accordance with all current CDC and other applicable guidelines.
- High traffic areas are cleaned daily with EPA-approved cleaning products. High traffic areas include printer/copier areas, reception, lobby, shared products, restrooms, and kitchens.
- Building crews use appropriate cleaning products and use new materials for each tenant to reduce cross-contamination.
- Conference rooms, collaboration spaces, shared spaces must be cleaned after each use.
- Wipe down all work surfaces before and after use.
- Employees are provided with disinfectant cleaning supplies, hand sanitizers, and waste receptacles in readily available open spaces, conferences rooms, equipment areas, and other shared spaces like the kitchen.

Telework and Business Travel

- Telework will continue to be an option for certain employees during at least stages two and three of Back on Track, based on needs of the business and employee preference, with priority given to employees who are members of a vulnerable population or who live with members of a vulnerable population.
- All non-essential business travel outside the state is prohibited until further notice. Essential business travel outside the state will be approved on a case-by-case basis. All other business travel, including local travel, must occur in accordance with applicable federal, state, and local travel restrictions.

5.0 County-Specific Measures

Currently, St. Joseph County has implemented additional restrictions for businesses. A copy of public health orders currently in effect is available here:

<http://www.sjcindiana.com/DocumentCenter/View/36956/05-03-20---Public-Health-Order>

In addition to any measures described above, any Organization location in St. Joseph County that is open to visitors will implement the following measures:

- Alcohol-based sanitizer containing at least 60% alcohol shall be readily accessible at the entrance and in proximity to high-touch surfaces.
- A face covering over one's nose and mouth is **required** for any visitors, unless such individuals are (a) under two years of age, (b) have a medical exception indicating that a face covering is ill-advised for health reasons, or (c) the face covering prevents the persons from delivering or receiving services. The face covering

otherwise must be worn at all times when physical distancing of at least six feet cannot be maintained.

6.0 Contact Information

To our employees and clients, please know that that your safety and health, as well as that of others who visit our locations, is our top priority, and we will continue to update our Safety Plan based on applicable federal, state, and local guidance and conditions. Employees with questions regarding this Safety Plan should contact the designated employee health nurse. Non-employees with questions regarding this Safety Plan should contact call 1-800-HOSPICE (1-800-467-7483) and leave a message for an administrator.