



Byron Center Animal Hospital

COVID-19 Preparedness and Response Plan

Date Adopted: May 29th, 2020

COVID-19 TRAINING AND EDUCATION PROVIDED TO EMPLOYEES

The following materials have been presented to staff in preparation for offering services to our clients on May 26th, 2020.

- I. Designated worksite supervisor
 - a. Renee Privette will serve as the worksite supervisor with responsibility to implement, monitor, and report on the COVID-19 control strategies. The supervisor will remain on-site at all times when employees are present on site. After regular business hours, the last remaining on-site employee is designated to perform the supervisory role.

- II. Workplace infection control practices
 - a. Facility cleaning and disinfection will be completed midway and at the close of each workday. In addition, disinfection will take place between each patient and after any client enters the building. Only disinfectants with EPA-approved labels will be used.
 - b. Cleaning supplies with EPA-approved labels, including alcohol-based hand rubs containing at least 60% alcohol, will be readily available to all employees and time will be provided for employees to properly wash their hands and sanitize as needed during the day.
 - c. Employees will be encouraged to stay home if they are sick.
 - d. Respiratory etiquette including proper covering of coughs and sneezes will be encouraged.
 - e. Employees will be discouraged from sharing each other's pens, tools, phones etc.
 - f. The COVID-19 Daily Self-Screening Form covering symptoms and suspected or confirmed exposure to people with possible COVID-19 will be completed by all employees upon arrival for work each day.
 - g. PPE
 - i. Face masks and appropriate PPE will be provided to all employees.
 - ii. Any client that must enter the building will be required to wear a face mask upon entering.

- III. Administration of pet services
 - a. Curbside style service will be maintained, and clients will remain in their cars, in an effort to promote social distancing and safety as the Governor's Executive Order requirements cannot always be maintained or are not feasible given our building limitations. (Order No. 2020-97 Safeguards to protect Michigan's workers from COVID-19)
 - i. A clinic employee will bring the pet into the building and bring the pet back out to the client.

- ii. Clients will continue to be instructed to wait in their vehicle for the duration of their pet's visit and telephones will be used to communicate everything regarding their pet's treatment.

IV. Process of reporting COVID-19 symptoms or positive diagnosis

- a. Upon the immediate onset of symptoms or suspected COVID-19 infection, employees are to contact the practice owner or practice manager.
 - i. If they are experiencing symptoms, they will not return to work until they have results of a negative COVID-19 test or after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention.
 - ii. If they have been exposed to someone who is suspected to have COVID-19, they will not return to work until the person they were exposed to receives results of a negative COVID-19 test or the employee receives negative test results or after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention.
 - iii. If an employee is identified with a confirmed case of COVID-19:
 - 1. Within 24 hours the local public health department will be notified.
 - 2. All coworkers, suppliers or clients who may have come into contact with this person will be notified.
 - a. All coworkers will be encouraged to get a COVID-19 test and will be allowed the time to do so.
 - 3. This person will not return to work until after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention.
 - 4. A thorough cleaning process will take place of the clinic including floors, counters, tools and high touch surfaces.
 - 5. In the event that there is not adequate staffing to cover for sick employees, the clinic will drop to reduced appointment availability or temporarily close.

V. All employees will be given the contact information for the Occupational Safety and Health Administration (OSHA) to report any unsafe working conditions and cannot be punished by doing so. Employees are encouraged to reach out to their site supervisor first.

- a. www.osha.gov
- b. https://www.michigan.gov/leo/0,5863,7-336-78421_11407-93835--,00.html