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**RNJ Services D/B/A Premier Medical Laboratory, Inc.**  
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## **COVID-19 (SARS-CoV-2) Pandemic Prevention and Response Plan**

### **Purpose:**

Premier Medical Laboratory is absolutely committed to providing and maintaining a safe environment for all employees, visitors and patients. This policy is intended to outline the procedures necessary to minimize risk of exposure to Covid-19 and will be updated to reflect the evolving nature of our understanding of the COVID-19 pandemic.

### **Scope:**

This policy applies to all employees, contractors, visitors, and patients of Premier Medical Laboratory.

## **General Operating Policy**

### **Employee Illness:**

Infection with SARS-COV2, the virus that causes COVID-19, can be asymptomatic or cause illness ranging from mild to severe. Symptoms typically include, but are not limited to loss of olfactory and taste senses, fever, cough, and shortness of breath.

Employees who are sick or exhibit any of the above symptoms should notify their supervisor, stay home, and consult with their primary care physician. Employees who are caring for a sick family member should notify their supervisor and stay home, in accordance with recommended CDC guidelines.



Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, visitors, and patients, and sent home (see Procedure for Employee with Suspected or Confirmed COVID-19 below).

### **Personal Protective Equipment:**

All employees must wear a face covering at all times. Face masks and gloves will be provided to all employees and contractors by Premier Medical Laboratory. Employees are permitted to use their own face covering, if desired.

All visitors and patients must wear a face covering before entering the company premises. They may use their own face covering, if desired. Masks and gloves will be provided to all visitors and patients who do not have them.

All mobile phlebotomy employees visiting patients and long term care facilities must wear a tyvek suit (or equivalent) and a face shield, in addition to a face mask and gloves.

### **Social Distancing:**

Employees should maintain a distance of 6 feet (~2 arms length) between each other. Office spaces are to be retrofitted with plexiglass dividers.

### **Enhanced Safety Alertness:**

Employees should wash hands frequently, especially after touching items or surfaces touched by others. Employees should avoid using other employees' desks, phones, or other work tools and equipment. Employees should clean and disinfect areas and items before and after use, as well as avoid touching their eyes, nose, or mouth with unwashed hands. Handshakes should be avoided.

### **Screening Procedure**

#### **For Employees:**

Employees should self-check for symptoms including: fever, cough, shortness of breath, muscle pain, chills, shaking, headache, or sore throat. Any employee exhibiting these symptoms should notify their supervisor and stay home.

Mobile phlebotomy personnel are to undergo periodic Covid-19 virus testing at the request of their supervisor.

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### **For Visitors and Patients:**

Temperature check is to be performed for all visitors of Premier Medical Laboratory offices or patient service centers, in a private space, by infrared non-touch thermometer. Visitors and patients with temperature of 100.4°F or higher will be sent home and should consult with their primary care physician.

### **Cleaning Procedure**

Common areas and work areas must be disinfected at least twice a day.

High-usage surfaces must be disinfected more frequently. These include: knobs, handles, counter surfaces, keyboards, mice, phones, office tools, copier/fax machines.

Disinfectants used for cleaning may include cleaners with at least 60% alcohol or other cleaners from the CDC's recommended list.

Phlebotomy areas are to be disinfected with CDC recommended cleaners after each patient.

### **Procedure for Employee with Suspected or Confirmed COVID-19**

Employees exhibiting symptoms of COVID-19 should immediately notify their supervisor and be sent home. They should also be advised to consult with their primary care physician. Employees must test negative for the Covid-19 virus before returning to work.

If possible, the workspace that the affected employee occupied should be sealed off to prevent further spread. All necessary steps to disinfect areas used by the ill person must be taken immediately.

Coworkers who may be at high-risk of exposure should be identified and sent home immediately, and should be advised to consult with their primary care physician. Employees must test negative for the Covid-19 virus 48-72 hours after suspected exposure in order to return to work.

### **Online Resources**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

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<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>