Indiana Hemophilia and Thrombosis Center COVID-19 Safety Plan  
Keeping Employees, Patients, 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. The progression through the five stages is dependent upon external factors and may not occur in a linear matter.

In accordance with Governor Holcomb’s Executive Order, Executive Order 20-26, Indiana Hemophilia and Thrombosis Center (the “Center”) has developed this Safety Plan (this “Plan”) describing the measures the Center has undertaken to keep its employees, patients, 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) physical distancing requirements the Center has established and will continue to implement in accordance with applicable local, state, and federal law.

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

2.0 Locations

This Plan applies to the Center’s operations at the following location:

1. Indiana and Hemophilia Thrombosis Center
   8326 Naab Road
   Indianapolis, IN 46260
   Marion 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:

“Patient” refers to individuals who have are patients of the Center.

“Visitor” means any individual who is not a Center employee, patient, or owner who visits the Center’s physical location, including guests, companions of patients, 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:
  o Individuals who are 65 years of age or older;
  o 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 (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:

4.0 Safety Plan Measures for Our Patients

The following measures will remain in place until modified or ended by the Center. These measures are in addition to the Center’s standard policies and procedures designed to protect the health and safety of its employees, patients, 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.

Patient Services
  • Patient services will be conducted through telemedicine or the Center’s drive-thru process whenever possible. Home visits will be limited to patients with extenuating circumstances.
  • Patients should follow the GoToMeeting Instructions previously communicated to conduct an appointment via telemedicine.
  • If an in-office appointment is required, patients must comply with all protective equipment/personal hygiene, health screening, and physical distancing measures.
• For the time being, visitors will not be allowed to accompany patients inside the Center unless a visitor’s presence is necessary. If this is the case, visitors must also comply with all protective equipment/personal hygiene, health screening, and physical distancing measures.

Protective Equipment/Personal Hygiene
• Patients are required to wear a mask when entering the Center. If patients do not have a mask, the Center will provide one as long as such masks remain available. This will continue to be assessed as inventory levels and backorder situation may occur in the future.
• Any necessary visitors are required to wear a mask. The Center will provide a mask for any visitors arriving without one so long as they remain available.
• Hand sanitizer has been placed in multiple areas on-site for patients and is available for use. Restrooms are available for patients to use for hand washing.
• CDC posters have been placed throughout the workplace to remind employees and patients of infection control measures.
• Patients should avoid touching their eyes, nose, and mouth and should cover their cough or sneeze with a tissue then dispose of the tissue. Patients should use the crook of their elbow if a tissue is not available.

Health Screening Process
• Before an in-office appointment, patients will be pre-screened to confirm the status of the patient’s health. Patient’s temperature will be taken and they will be asked about COVID-19 symptoms, potential exposure to COVID-19, and whether the patient has tested positive for COVID-19.
• Upon their arrival, nurses complete an electronic health screening with the patient. The information on this sheet remains confidential and part of the patient’s electronic medical record.
• If patients exhibit symptoms of COVID-19 or have a fever greater than 99.5° Fahrenheit, a physician will triage these patients and may ask them to reschedule their appointment and send them home to quarantine, refer them to the Emergency Room, or fast-track their escort into the clinic.
• Nurses complete an electronic health screening with approved visitors and vendors and have their temperature checked prior to entering the Center. Visitors and Vendors refusing to complete such certification will not be permitted onsite.

CDC Social Distancing Requirements
• Patient services will be conducted through telemedicine or the Center’s drive-thru process when possible.
• To reduce the number of individuals in the waiting room, patients are asked to remain in their cars, call upon arrival and will be directed to proceed to the entrance or wait until they are called in for the health screening process.
• The Center has installed signage to remind employees, patients, and visitors of physical distancing requirements.
• Physical Distance: All employees, patients, and visitors must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific
situation, such as a medical exam. Necessary visitors accompanying a patient (such as a parent/child) are not required to maintain a physical distance from each other.

- **Limited Number of Employees:** At this time, and for the foreseeable future, the Center is limiting the number of employees on-site to ensure physical distancing measures will be followed whenever possible.

### Cleaning and Disinfection Protocols

- High traffic areas are cleaned daily with EPA-approved cleaning products. High traffic areas include the lobby/reception areas, screening station, shared products, restrooms, and break room.
- Building crews use appropriate cleaning products and use new materials for each tenant to reduce cross-contamination.
- Magazines, toys, and other materials were removed from the waiting room.
- Non-clinical areas contain disinfectant wipes, hand sanitizers, and waste receptacles. Please advise the Center if additional supplies are needed.

### 5.0 Safety Plan Measures for Our Employees

#### Protective Equipment/Personal Hygiene

- Employees are provided with appropriate PPE, i.e. KN95, surgical masks and gloves for mandatory use. Employees were instructed on proper use of personal protective equipment (PPE) through the PPE Donning and Doffing eLearning.
  - During normal operating hours and in the presence of others, employees must wear a mask.
  - Employees may only remove masks when eating or when working in a private office or after hours.
- The Center will decontaminate KN95 masks following the vendor’s requirements.
- Employees should follow the PPE Conservation guidelines previously communicated.
- Employees should avoid touching their eyes, nose, and mouth and should cover their cough or sneeze with a tissue then dispose of the tissue. Employees should use the crook of their elbow if a tissue is not available.
- Hand sanitizer has been placed in multiple areas on-site for employees is also available upon request. Restrooms and exam room sinks are available for employees, patients, and visitors to use for hand washing.
- Employees are encouraged to take as many opportunities as needed throughout the work day for hand washing and using hand sanitizer.
- CDC posters have been placed throughout the workplace to remind employees, patients, and visitors of infection control measures.

#### Health Screening Process

- Employees must monitor their own health daily, follow all Center health screening protocols, and not report to work if they are experiencing COVID-19 symptoms.
- Employees must notify their supervisor and 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.

- Each day, upon arrival to work, employees must complete the Center’s health screening procedures. Employees must complete a health screening form and have their temperatures checked prior to beginning work.
- Employees experiencing COVID-19 symptoms while at work will be sent home.
- Employee health screening information is confidential and will only be shared with public health authorities or as otherwise permitted by applicable law.

**CDC Social Distancing Requirements**

- The Center has installed signage to remind employees and visitors of physical distancing requirements.
- Employees should avoid hand contact or handshakes.
- **Limited Number of Employees:** The Center currently has a limited number of clinical staff working in-office and such staff works on a rotation in teams to limit the exposure amongst employees.
- **Phased Re-Entry for Employees Teleworking or On Leave:** Return to work will occur in phases and in compliance with applicable federal, state, and local requirements regarding physical distancing. Currently, there is no established end date for physical distancing requirements, regardless of Back on Track stage.
- **Physical Distance:** All employees, patient, and visitors must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific situation, such as a medical exam. Visitors accompanying a patient (such as a parent and child) are not required to maintain a physical distance from each other.
- **Meetings and Gatherings:** Face-to-face meetings are discouraged. 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 physical distancing guidelines.
- **Break Room/Kitchen Use:** Employees may still use the break room and kitchens. Available seating in the breakroom has been reduced to comply with physical distancing guidelines.
- Employees must ensure that any kitchen or break room use is limited and quick.
- **Eating and Drinking:** Employees should avoid eating and drinking in patient care areas. The following describe the locations where eating is prohibited/permitted and where drinking is prohibited/permitted.
  - Employees may not eat at Nurse Work Stations, the Dictation Room, MACL Lab, Exam Rooms, Med Room, Infusion Suite, or Clinic Hallways.
    - Employees may eat in the Break Room, Conference Rooms, Private Offices, and the back portion of the Front Office.
  - Employees MAY NOT have drinks in MACL Lab, Exam Rooms, Med Room, Infusion Suite, or Clinic Hallways.
    - Employees may have drinks with lids in Break Room, Conference Rooms, Private Offices, Nurse Work Stations, Dictation Room, and the front office.
Cleaning and Disinfection Protocols

- 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. Employees will clean and disinfect areas according to the manufacturer’s recommendations.
- Building crews use appropriate cleaning products and use new materials for each tenant to reduce cross-contamination.
- Exam rooms are cleaned thoroughly after each patient.
- Conference rooms and shared spaces must be cleaned after each use.
- Group meals are prohibited where bulk food preparation is involved to avoid cross-contamination.
- Employees should continue following the Center’s instructions for cleaning scrubs and lab coats.
- 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.
- Employees should reduce printing and limit the number of employees using specific printers/copiers.
- Shared office supplies must be cleaned before use or the employee may request their own item(s).

Employee Leave, Telework, and Business Travel

- Employees currently teleworking or on paid leave will continue to telework and take leave for the time being. Depending on the next few weeks, employees may slowly return to the office in a phased approach. The Center will make this determination at a later date after reviewing local data.
- 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.

6.0 Questions and Concerns

The safety and health of employees and visitors is our top priority, and we will continue to update our Safety Plan based on applicable federal, state, and local guidance and business-related conditions. Employees with questions or concerns regarding this Safety Plan should contact Human Resources.