



COVID-19 Office Plan and Protocols

The following is effective immediately and will remain until further notice

Morning Sanitation

- Beginning each workday staff will follow sanitation procedures outlined on the reverse at any "high touch" surfaces in the Reception Area and Basement Entry (In case other tenants have used these areas)
- High touch surfaces include but are not limited to door handles, light switches, stair bannisters, and countertops.

Patient Interactions/Visits

- Patients will be seen in the Riverhead office and via Telehealth Tuesday thru Friday.
- Patients in-office will be spaced to provide a 15-minute interval for sanitizing between patients.
- All individuals who enter the office are required to wear a mask
- All patients, staff, and interns will have their temperature taken prior to entry. Temps over 100.4 will need to reschedule and be referred to their primary care physician.
- Hand sanitizer should be used before offering any handouts or paperwork to the patient.
- Hand sanitizer should be used after accepting and immediately scanning any paperwork or forms from the patient.
- Social distancing of 6' shall be maintained during the patient visit
- Patient will be offered a "take-home" pen if they would like to take notes during their visit.
- Each patient will receive an abridged version of this program and be asked to inform our office of any known COVID-19 infection discovered after their visit, either in themselves, a family member, or other close contacts.

Between-Patient Sanitation

- Between each patient visit, staff will follow sanitation procedures outlined on the reverse at any "high touch" surfaces in the Reception Area and RDN office that has been used for the patient visit
- High touch surfaces include but are not limited to door handles, desks, tables, chairs and countertops.
- If the patient uses the restroom, that should also be sanitized before use by others and/or next patient visit – whichever comes first.

End-of-day Sanitation

- Using disposable gloves: Any paperwork or forms that have been received from patients shall be shredded and any shipping boxes broken down and placed in outdoor trash receptacle along with any used sanitizing supplies from that day
- At the end of each workday staff will follow sanitation procedures outlined on the reverse at all "high touch" surfaces in both RDN Offices, Reception, Restroom and Basement Entry.
- High touch surfaces include but are not limited to door handles, door keypads, desks, tables, chairs and countertops, light switches, stair bannisters, faucets, sinks, toilet flush handles, telephones, keyboards/mouse, printer/scanner buttons, i-pad, and countertops.
- Be mindful: "what might I have touched?"

Sanitation Procedures (as recommended by CDC)

- **Cleaning (at end of Day to be followed by Disinfecting)**
 - Wear disposable gloves to clean and disinfect.
 - Clean hard surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - Hard surfaces will be cleaned with a reusable cloth and bucket
 - cloths should be well-rung to avoid damage to surfaces
 - at the end of daily cleaning, cloth should be sanitized in a solution 1:10 of Bleach to Water
- **Disinfecting**
 - **Morning and between each patient**
 - Wipe all High-touch surfaces with sanitizing wipes, or provided solution with disposable paper product, use bleach-free wipes or solution on soft-surfaces.
 - **End-of day cleaning**
 - Use Antibacterial/Antiviral Product with disposable paper products at any "high touch" surfaces at RDN Offices, Reception, Restroom and Basement Entry
 - Spray office liberally with Lysol Aerosol(or substitute) just prior to leaving.

Handwashing

- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
- **How Germs Spread**
 - Washing hands can keep you healthy and prevent the spread of infections from one person to the next. Germs can spread from other people or surfaces when you:
 - Touch your eyes, nose, and mouth with unwashed hands
 - Prepare or eat food and drinks with unwashed hands
 - Touch a contaminated surface or objects
 - Blow your nose, cough, or sneeze into hands and then touch other people's hands or high traffic objects.
- **During the COVID-19 pandemic, you should also clean hands:**
 - After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
 - Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Symptoms

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Sore throat
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Muscle or body aches or chills

Life of the COVID-19 Virus

- **Metal:** doorknobs, jewelry, silverware: 5 days
- **Wood:** furniture, decking: 4 days
- **Plastic:** containers and bottles, transit seats, backpacks, elevator buttons: 2 to 3 days
- **Cardboard :** shipping boxes: 24 hours
- **Copper:** pennies, teakettles, cookware: 4 hours
- **Aluminum:** soda cans, tinfoil, water bottles: 2 -8 hrs
- **Glass:** drinking glass, mirrors, windows: Up to 5 days
- **Ceramics:** dishes, pottery, mugs: 5 days
- **Paper:** mail, newspaper: The length of time varies. Some for only a few minutes on paper, while others live for up to 5 days.

COVID-19 can stay suspended in the air as droplets for about a half-hour