

# RHI | COVID-19 PROTECTION AND SAFETY PLAN

Rehabilitation Hospital of Indiana (RHI) is committed to the health and safety of our team members, patients and visitors. In response to the spread of COVID-19, a respiratory disease caused by the novel coronavirus, RHI has developed this COVID-19 Protection and Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), Centers for Medicare and Medicaid Services, the State of Indiana and is subject to change based on further guidance from these and other public health agencies. The organization will monitor coronavirus-related guidance and will communicate any changes to this Plan accordingly.

We are counting on all team members to do their part to promote a healthy, safe working and patient care environment. If you have any questions about this Plan, please contact your leader or the HR team.

## Safety Coordinators:

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## I. Team Member and Visitor Health Screening Process

RHI instituted the following processes for all team members, patients and visitors attempting to enter our facilities:

- General guidance for team members
  - Team members should not report to work if they are exhibiting any symptoms
  - Team members are advised to self-monitor for symptoms associated with COVID
  - Symptomatic team members are advised to contact their leaders or HR and follow testing protocol
  
- Screening Process
  - RHI has adopted a single, consistent approach to how we treat and screen patients and visitors at all locations (Eagle Highlands, NBIC, and Carmel)
  - Screening at locations has moved to self-screening questions and procedures consistently modified based on latest CDC recommendations and Marion County Community Transmission levels
  
- All patients are currently not being screened prior to admission but each will receive a mask and be asked to hand sanitize
  
- All visitors are required to follow the most current visitation guidelines and must not have any symptoms listed on the self-screening list. RHI reserves the right to refuse any visitors if safety of patients, staff and other visitors will be compromised. A mask must be worn by visitors at all times while inside the facility along with adherence to any additional PPE requirements that may be requested
  - All contractors must pass the screening questions, wear a mask and follow construction protocols
  - All vendors must pass the screening questions and wear a mask at all times
  
- Team Member COVID-19 Testing and Diagnosis
  - Any team member who tests positive for COVID-19 or is diagnosed with COVID-19 by a healthcare provider should not report to work but should immediately notify their leader

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- Team members must contact HR to receive return-to-work guidance

## II. Visitation and Personal Protective Equipment (PPE) Guidelines

- RHI is requiring all of its visitors and staff to follow its PPE guidelines developed to protect patients, other staff including its contractors, vendors and visitors
- Patient visitation guidelines are modified accordingly based on the process and criteria developed from a combination of CDC and partner hospital's recommendations and Marion County community transmission levels which accounts for COVID hospitalizations and positivity rates

## IV. Enhanced Cleaning and Disinfecting Protocols for the Workplace

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- RHI will provide appropriate cleaning supplies throughout our facilities and to team members. We will ask each team member regularly to wipe down any area in the team member's personal workspace where the team member has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, shared devices/equipment and handles.
- RHI has engaged our environmental cleaning services to increase the frequency and depth of cleanings to ensure all areas of the workplace are thoroughly cleaned with additional regularity.
- Approved cleaning and disinfecting products may change and these changes will be communicated via e-mail

## V. Enhanced Personal Hygiene/Protection Measures/Face Masks/Social Distancing

- Visitors are not allowed to eat with patients in their rooms
- All team members providing direct patient care along with the patient when outside the hospital such as the hospital walkways, outside court areas, garden and the gazebo are required to mask
- RHI is reminding team members of regular steps that can be taken to reduce the spread and/or prevent exposure to this virus, including:
  - Obtain the COVID-19 vaccination
  - Perform hand hygiene using alcohol based hand sanitizer or washing with soap and water for at least 20 seconds
  - Avoid touching eyes, nose, and mouth
  - Unvaccinated team members, per CDC's recommendation, are to continue to wear a mask and avoid close contact with others, do not gather in groups at work or outside of work, and stay out of crowded places to limit the chance of exposure
  - Cover mouth and nose with an approved face mask when around others, and replace mask regularly
  - Cover coughs and sneezes with a tissue or the inside of the elbow
  - Clean and disinfect surfaces daily
- RHI is providing hand sanitizer stations and bottles throughout the workplace for team members, patients and permitted visitors to use

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▪ **CLINICAL AREAS OR AREAS where patients receive care or present or where visitors ARE present:**

– Fully vaccinated team members **must wear a face mask** while providing patient care and or for contractors and vendors when in areas patients and visitors may be present (hallways, public spaces, cafeterias, etc.), and should continue to practice social distancing as able.

▪ **NON-CLINICAL AREAS OR AREAS where patients do not receive care or NOT present:**

– UP-TO-DATE (Boosted) team members **are not required to wear a face mask** or social distance in **NON-CLINICAL** spaces, such as in offices, cubicles, break rooms, conference rooms, and spaces where patients are not present.  
– Team Members, contractors or vendors who are not UP-TO-DATE/Boosted or approved exemption must continue to wear a face mask and practice social distancing of 3 feet in all settings and locations.

▪ **Additional Guidance:**

– Eye protection is no longer required during patient care (for both vaccinated and unvaccinated team members), unless required by isolation or standard precautions.  
– Any fully vaccinated team member is welcome to wear a face mask, even in locations where face masks are not required.  
– Patients and visitors are still required to wear face masks when in RHI, regardless of vaccination status.

**The following individual(s) are responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS.**

Name/Contact Information: **Matt Royal**

Location: RHI, 4141 Shore Dr, INDPLS, IN 46254

## VI. Ventilation and Negative Pressure

1. HVAC systems will be maintained and operated in accordance with design and manufacturers’ recommendations
2. Negative pressure room will be maintained and ensured its functional
3. All local exhaust fans (*e.g.*, in restrooms) are ensured it’s functional and operating at full capacity when the building or structure is occupied
4. Maximize outside air and air exchanges per hours as appropriate
5. Use air filters with MERV (Minimum Efficiency Reporting Value) equal to or greater than 13, if compatible with system
6. Replace filters as necessary
7. Intake ports must be cleared, maintained and cleared of debris