



VMCLI COVID-19 Preparedness & Updated Workplace Policies

Workplace Policy Updates

1. Attendance & Absenteeism

- a. **Sickness:** We actively encourage employees to stay home if you have symptoms of acute respiratory illness (coughing, Sneezing) accompanied with a fever. This will require a doctor's note and clearance to return to work. Employees must notify their supervisor in all cases.
- b. **Addressing Staffing Shortages:**
 1. **On Call Usage:** As shortages occur, on call usage will rise to help maintain necessary staffing to address our patients needs.
 2. **Specialty Service Personnel:** Specialty personnel will be deployed to the ER or needed service to address the service of greatest need. This will not be optional.
 3. **Schedules:** In the event that we reach a level of staffing that fails to meet our minimum standard: Schedule changes will be made as needed on a temporary basis to meet the needs of our patients.
- c. **Employees who are well but who have a sick family member at home with COVID-19 :** should notify HR and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- d. **If an employee is confirmed to have COVID-19:** VMCLI will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

2. Limiting none essential traffic within the practice:

- a. **Technician & DVM Externs-** These shadowing and educational programs offered currently will be suspended until further notice
- b. **Practice Monthly Meetings:** In practice meetings will be suspended until further notice. All meeting data will be disseminated via VMCLI email services.
- c. **Waiting Room Policies:** all clients are being instructed to limit the number of family members present at the time of their pets visit.
 1. **Non-critical Patients & Clients:** will be instructed to wait in their cars and called in via cell phone when we are ready to see them.
 2. **Emergent patients:** will be allowed to wait in the waiting room until a plan is implemented and approved.



3. **Patient Visits – Clients will be limited to two family members for a maximum of 15 minutes with a maximum of two visiting clients.**

4. **Client Appointment Confirmations:** All clients will be notified at the time of their appointment confirmation call about:

a. Our need to **limit excess traffic within the waiting room.**

b. **Limit number of family members** present at the exam

c. **Client Health Status:** Make certain they are well and not experiencing any respiratory signs including coughing, sneezing and fever.

d. **Employee Family members:** All family members should remain off premises. Please refrain from visiting in your off time or bringing children with you until further notice.

3. PPE Usage & Conservation

a. **Basic PPE for Personnel:** PPE is provided for personnel and encouraged in any environment where staff levels are elevated and client exposure is high. **All doctors and staff should look to conserve all supplies as much as possible!**

4. Facility Maintenance & Cleaning Frequency

a. **All facilities personnel are making hourly passes for disinfection on all commonly touched surfaces- door knobs, phones, keyboards, restroom handles, etc.**

b. **All Departmental staff:** will again begin assisting in disinfecting their work areas. A departmental cleaning list will be released shortly!

c. **External Cleaning Service: We have given instruction to our cleaning service company to begin further deep cleaning within the facility each week!**