

# COVID-19 Preparedness Plan for The Wellness Studio

The Wellness Studio is committed to providing a safe and healthy workplace for our team and patients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All team members are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among patients and team. Only through this cooperative effort can we establish and maintain the safety and health of our patients, team, and workplace. Our team members are responsible for implementing and complying with all aspects of this Preparedness Plan. The Wellness Studio team has our full support in enforcing the provisions of this policy.

Our team is our most important asset. We are serious about safety and health, and keeping our team working at The Wellness Studio. Team members involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfection and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Our team has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the health status prior to entering the workplace and for the team to report when they are sick or experiencing symptoms. All team members will be screened with a symptom questionnaire and thermometer reading. Anyone having a fever (100F or higher), a cold or flu symptoms (such as, but not limited to: cough, sneezing, chills/fever, body aches) will not be allowed to stay at the premises for work or acupuncture therapies. Team members will call, text, or email Sybil Rosenau if they meet any of the criteria outlined above. If a team member has any of the following begin while working at The Wellness Studio, they will immediately inform Sybil Rosenau and they will be relieved from their duties that day and until they are safe to return to work.

The Wellness Studio has implemented leave policies that promote team members staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The sick pay policy will be enforced according to their respective employment contract. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees will retain their position and will have the benefits outlined in their respective employee contracts.

The Wellness Studio has also implemented a policy for informing workers as soon as they have been made aware of exposure to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, The Wellness Studio follows strict HIPPA standards protecting the privacy of workers' health status and health information.

### **Handwashing:**

Basic infection prevention measures are being implemented at our workplaces at all times. Team members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, after any physical contact with another employee or patient, prior to any mealtimes and after using the toilet. All visitors to the establishment will be required to wash their hands immediately upon entering. Chinese medicine practitioners have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

### **Respiratory etiquette: Cover your cough or sneeze**

All persons entering The Wellness Studio are required to wear a mask or covering over their mouth to assist in the prevention of spreading Covid-19. Team members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

### **Social Distancing:**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: there will be one patient in The Wellness Studio at a time and appointments will be staggered allowing time to disinfect surfaces prior to the next patient arriving. Only one acupuncturist and no more than one team member will be on the premise at a time. The Wellness Studio will provide recommended protective supplies, such as masks, gloves, disinfectant and shields for workers. Patients will be treated in a separate treatment chair or table from the patient that was there previously. Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, or other personal work tools and equipment.

### **Housekeeping:**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment. Frequent cleaning and disinfecting with disinfectant wipes and/or spray will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

### **Communications and Training:**

This Preparedness Plan was communicated by email to our team members. Additional communication and training will be ongoing as changes are made and provided to all workers who did not receive the initial training. Managers are to monitor how effective the program has been implemented by assessing the effectiveness and keeping abreast of changes from the CDC and OSHA. Management and team members are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by The Wellness Studio management and was posted throughout the workplace 9/15/2020. It will be updated as necessary.

Certified by:

**Sybil Rosenau, MCM, L.Ac., Owner and Founder of The Wellness Studio**

*Sybil Rosenau MCM, L.Ac.*

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### ***General***

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV) [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus) [www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### ***Handwashing***

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html) [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### ***Respiratory Etiquette: Cover your cough or sneeze***

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### ***Social Distancing***

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### ***Housekeeping***

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)  
[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### ***Employees Signs and Symptoms of COVID-19***

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### ***Training***

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)