

Workplace Safety Standards for:

COVID-19 Pandemic Response Plan

August 2020



LMIG LOUDOUN
MEDICAL GROUP

One Group. Infinite Possibilities.

The safety and welfare of our patients and employees is our priority.

Loudoun Medical Group (LMG) will take proactive steps to protect our workplace. It is the goal of LMG to operate effectively and efficiently to ensure we provide a safe environment for our patients and our employees.

LMG is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

LMG employee risk level varies by practice from low to very high.

This plan will review how to identify and monitor COVID-19 symptoms, prevent of the spread of COVID-19 through reduction of exposure, and the administrative procedures required should you be directly impacted by COVID-19.

Prevention Identifying Symptoms and Quarantine

It is critical that employees recognize symptoms and do not report to work when experiencing them:

- Fever
- Cough
- Sore Throat
- Shortness of breath
- Runny Nose
- Nausea or vomiting
- Body aches, chills or fatigue
- Headache

Employees who are experiencing such symptoms must not report to work and must quarantine.

Symptomatic employees should follow the most recent direction on testing by the Center for Disease Control (CDC).

Symptomatic and positive COVID-19 cases must remain in quarantine and out of the office until they can prove they are no longer a threat to others as directed by current CDC guidelines.

Patients and employees will be required to wear a face covering at all times unless otherwise instructed by clinical staff during an exam or procedure.

Patients must be screened prior to appointments to ensure that those who may be exposed do not pose a threat to employees or other patients. Screenings will include both health questions and a temperature check immediately upon arrival for the appointment. With the exception of primary care, patients with elevated temperatures will be excused from the office and asked to reschedule once their temperature has returned to normal.

Prevention & Social Distancing

1

Maintain 6 feet of social distancing when possible.

2

Encourage social distancing in the office by spacing furniture and marking designated waiting areas that are appropriately distanced.

3

Avoid face to face interactions when possible through utilization of telehealth visits and other virtual communication channels.

Prevention Hygiene

Employees and patients must wear face coverings & appropriate personal protective equipment (PPE). The level of PPE will be dependent on the job duties. PPE will be provided to all employees and to patients that report to the office without appropriate PPE.

Employees must wash hands thoroughly (20 seconds) and frequently.

Employees must use alcohol-based hand sanitizer when hand washing is not possible.



Reporting COVID-19 Notifying LMG of symptoms and positive diagnosis

Employees experiencing COVID-19 symptoms must notify management immediately and may not physically report to work.

Employees diagnosed with COVID-19 must report this to their management team and to LMG Human Resources.

The office manager is responsible for reporting all positive COVID 19 cases to LMG Human Resources immediately.

Employees recovering from symptoms or a positive COVID-19 test must provide proof that they meet CDC guidelines for recovery prior to returning to work.

Absences related to symptoms or diagnoses of COVID-19 are excused and will not be penalized.

LMG will report all positive cases to the Virginia Department of Labor and Industry promptly.

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