

**NY FORWARD SAFETY PLAN**

Sun River Health is an Essential Business providing a wide range of healthcare and community-based services. Sun River has a robust COVID-19 Safety Plan in place to protect our patients, staff, and visitors. The organization stays up to date for Healthcare Guidance as issued from State Department of Health, CDC, and OSHA guidance. This document is a summary of our organizational guidance and procedures and will be maintained at each facility.

<b>Name Of Business</b>	<b>Sun River Health</b>
<b>Industry</b>	<b>Healthcare</b>
<b>Address: Executive Offices</b>	<b>55 South Broadway Tarrytown, NY 10591</b>
<b>Contact Information</b>	<b>(844) 474-2273</b>
<b>Leadership</b>	<b>Anne Kauffman Nolon, CEO</b>
	<b>Allison Dubois, EVP&amp;COO</b>
	<b>Ken Desa, Chief Medical Officer</b>
<b>Infection Prevention and Control, Employee/Occupational Health</b>	<b>Roberta Kelly, Chief Nursing Officer</b>
<b>Human Resources</b>	<b>Greg Gast, Chief of HR</b>

**I. PEOPLE**

**A. Physical Distancing**

1. All Sun River Health locations have adapted administrative and clinical spaces to conform to recommended physical distancing guidance of maintaining 6 feet apart.
2. Clinical location registration stations have markings indicating spacing requirements. Plexiglass barriers are also installed for additional protection between individuals.
3. At times physical distancing may not be feasible (ie. certain patient care procedures). Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings or PPE as designated by internal guidelines.

4. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity. All of Sun River's gathering spaces have signage posted regarding the new occupancy standards.
5. Sun River limits in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) are held in open, well-ventilated spaces with appropriate social distancing among participants.
6. To the extent possible, managers are staggering lunch and break schedules for staff to minimize social gathering. Managers are rotating provider teams through telehealth vs on-site to minimize number of staff and patients in the health center

## II. PLACES

### A. Protective Equipment

1. Personal Protective Equipment (PPE) is supplied by Sun River Health at no cost to the employee. Internal guidance describes necessary PPE required by employee role, risk of exposure, and certain procedures. Sun River has a PPE conservation and re-use plan in place that is evaluated regularly based on inventory and ability to procure supplies.
2. Sharing of objects between employees is minimized and when needed, requires proper PPE use for disinfecting the item prior to next use. For example, a thermometer may be used by a clinical assistant and then reused by another staff member. This device is disinfected according to manufacturer and industry standards prior to use by the next team member.

## III. PROCESS

### A. Screening

1. Employee Screening: Employees are discouraged from coming to work ill. All employees are screened upon entry by having their temperature taken. Any reading >100.0 F results in the employee being sent home with instructions for seeking testing. Testing may occur on-site at any of our health centers, or at the employee's private provider. All employees that screen positive are referred to Employee Health for guidance. Screeners have all received documented competency training on screening for COVID-19 symptoms and use of an infrared thermometer. Documentation of training is maintained in our Clinical Education Department. All screenings are maintained at the location in binders. Screeners follow our internal protocols on PPE, wearing procedure masks, gloves, and goggles.
2. Cleaning post positive COVID-19: Sun River maintains a cleaning and disinfection protocol for locations that experience a positive COVID-19 case.

## B. Hygiene and Cleaning

1. Sun River Health maintains cleaning logs for each individual facility. The organization follows recommendations from APIC, CDC, and NYS DOH guidelines on disinfection.
2. All Sun River locations are equipped with adequate hand washing stations, appropriate signage, and alcohol-based hand scrubs (>60% alcohol). Sun River follows the WHO guidelines for hand hygiene practices.
3. Sun River has procured products for cleaning that are consistent with CDC guidance on appropriateness for COVID-19 disinfection.
4. Cleaning post positive COVID-19: Sun River maintains a cleaning and disinfection protocol for locations that experience a positive COVID-19 case.

## C. Communication

1. All Sun River Health locations post COVID-19 signage in patient and staff areas to encourage physical distancing, hand hygiene, and symptom screening.