

COVID 19 Safety Precaution Plan

Dansville Acupuncture Center

New York State's rollout of Forward NY forward.ny.gov (Business Safety Precautions) has outlined specific factors to be included in plans documented for businesses to reopen. A business must create, document and implement a plan that address the following three (3) factors:

1. Protection for employees and customers
2. Changes to physical workspace
3. Implementation of processes to meet changing public health obligations

The following worksheet is intended for Acupuncture practices to develop an appropriate Safety Precaution Plan as required by NYS.

Name of Business: Dansville Acupuncture Center

Industry Category for Reopen Phase: Phase 2 professional services / Healthcare Services

Business structure: (sole proprietor, llc, pllc, s-corp, c-corp): Sole-Proprietor

Number of Employees: 1

Protection for employees and patients

1. **Describe adjustments to hours of operations and shift design to reduce the density of people in the office.**

In the event of another pandemic circumstance, hours would be extended to allow for more time between patients. Currently, patients are staggered at 30 minutes apart, across 3 treatment rooms, which allows time for each room to be cleaned/disinfected thoroughly between patients and significantly reduced the need for patients to in the same common area at the same time or cross paths.

2. **Describe additional social distancing protocols implemented for employees (consider office workspace, interaction with patients, schedules,...)**

Practitioner workspaces are all separated by a minimum of 6 or more feet. The single receptionist desk is at least 6+ feet from any waiting-room seating (which is actually in another room). Treatment rooms all have desks for practitioner use, reducing the need for shared workspace.

Online scheduling, invoicing and payment options have been instituted to reduce the need for patients to approach the desk for long periods and reduce social interaction between employees and patients..

Plexiglass barriers are available to be put in place should social distancing be re-implemented.

Masks are available to Practitioners and Patients at all times upon request.

3. **Describe additional social distancing protocols implemented for patients (consider waiting and reception areas, bathrooms, treatment spaces, scheduling, payment methods...)**

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Waiting room chairs remain a minimum of 6 feet apart to allow for comfortable social distancing. Scheduling in a staggered manner limits the amount of time anyone needs to be in the common waiting room area. Furnishings and decor have been replaced with items that are easily cleaned/disinfected.

Bathrooms will continue to be wiped down and disinfected frequently during open hours.

Treatment rooms are single occupancy and not shared with multiple patients. Rooms continue to be thoroughly wiped down and disinfected and linens changed and laundered between patients.

As indicated above, masks for practitioners and patients are available at all times, check-in/out procedures, scheduling, and invoicing/payments have online methods available to reduce time at the front desk.

4. Describe methods implemented to reduce, limit, or otherwise restrict non-essential travel for employees (consider work-from-home options, inter-office travel for multiple locations, schedules...)

Administrative work from home often occurs at home. Home office hours will include tasks including pre-screening, scheduling, and discussions with patients about their treatment plans and progress to reduce intake time during face-to-face interactions.

5. Describe changes to service delivery implemented to reduce patient travel and time physically in the office. (Consider telehealth options, online invoicing/payment/scheduling...)

Telehealth and zoom video call methods will continue to be available for patient consults and intakes prior to physical appointment times to reduce necessary face-to-face time in the treatment rooms.

A dropbox system has been instituted for patients to pick up herbal prescriptions.

Changes to Physical Workspace

1. Describe policies for the use of Personal Protection Equipment (PPE) to be used by employees (masks, gloves, office clothing,...) while in the office.

Masks - N95/KN95 masks or disposable surgical masks will be available at all times when interacting with others in the office, upon patient or employee request. Practitioners will honor patient wishes regarding masking in their presence.

Gloves - as per CNT, CDC, and OSHA guidelines, acupuncturists are not required to wear gloves to perform acupuncture, and in fact, they could be a source of contamination and interfere with proper needling technique. Therefore, gloves will not be used during the acupuncture treatment, but practitioners will continue to engage in proper hand washing

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hygiene before and after each treatment and utilize Clean Needle Techniques outlined in the CNT Manual.

Practitioners will wear clean, freshly laundered clothing each day at work. Scrubs/office clothing will be laundered at the end of the day. Lab coats or surgical gowns are not required for the risk level associated with private acupuncture practices.

- 2. Describe specific plans for appropriate cleaning and sanitation protocols (references to regulatory authorities related to the Acupuncture Industry and local health department requirements as appropriate are helpful. Consider cleaning of surfaces, treatment spaces, bathrooms, equipment, office spaces, air quality, laundry, etc. Provide attachments for checklists used to document sanitation as appropriate for the office).**

Cleaning and sanitizing protocols are in place in accordance with the recommendations outlined by the [CCAOM Clinic Infection Control Advisory 2020](#), which references current [CDC guidelines](#) as well.

Between each patient:

- Surfaces in treatment rooms, waiting room, reception area and bathroom will be cleaned and sanitized frequently using EPA-approved disinfectants used with proper contact and dwell times.
- Treatment tables are covered with cleanable, vinyl covers that are disinfected between each patient and covered with table linens that are changed between each patient and laundered following proper laundry protocol (see attachment).
- Bathroom will be cleaned/sanitized frequently during open hours.
- HEPA/UV air filters have been installed in each treatment room and the main reception area to improve air quality.

Daily:

- Carpeted areas will be cleaned with appropriate EPA-approved cleaners and vacuumed. Vinyl plank floors and tile floors will be mopped daily with an EPA-approved cleaner.

- 3. Describe hand-washing policies for employees and patients.**

Patients and Practitioners are required to wash hands immediately upon entering the facility, before and after direct contact with patients, after using the bathroom facilities, and before and after cleaning activities.

Posters/signs are posted at entry, front desk and bathroom to educate all on proper hand hygiene. (See handout)

Processes to meet changing public health obligations

- 1. Describe pre-screening and day-of-appointment screening processes for employees and patients implemented to identify potential cases of COVID-19**

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(include attachments of scripts, checklists or protocols used in the office as appropriate).

Pre-screening: Patients will be emailed 48 hours prior to appointments to confirm appointment and engage in pre-screening using a survey to check for symptoms of illness. Pre-screening surveys will be signed and uploaded to the patient chart for the appointment or stored in a daily pre-screening office file.

Day-of-Appointment Screening: Upon arrival, patients will be immediately screened for symptoms of illness as recommended by the CDC. Vitals will be added to patient chart.

- 2. Describe policies in place for employees and patients who do not pass pre-screening or screening protocols upon arrival (include resources given for contacting further medical care as appropriate and consider appropriate time-lines for individuals to be able to return to the office).**

Patients who do not pass one or more items on the pre-screening or screening checklist will be instructed that their appointment must be rescheduled and referred to their primary care physician (PCP) for evaluation. If the patient does not have a regular primary care provider, they will be referred to their [local county health department](#) and/or the [NY COVID website](#) and hotline (1-888-364-3065).

In the event a patient must be rescheduled due to presenting symptoms, patients will be given an educational handout about COVID19, and resources for self care (see attached).

Patients will be informed of the earliest date recommended for them to reschedule their appointment.

- 3. Describe sick-leave policies for employees.**

Employees will self-screen daily using the same screening checklist used for patients. If at any time an employee develops symptoms or suspects exposure to COVID 19, they will immediately notify their co-workers and superiors, and will either not come to work or be sent home until cleared by their PCP or have quarantined for the time indicated by current CDC guidelines. Any patients or co-workers who have had contact with the exposed/ill employee shall be notified.

- 4. Describe methods and resources used to remain current on local mandates and requirements.**

Frequent checks of the [NY Coronavirus 19 webpage](#).

Frequent checks of the [Livingston County Health Department](#) page

Frequent checks of resources provided by state and local professional organizations

- [Acupuncture Society of New York \(ASNY\)](#) - I am actively working on multiple committees for this organization.
- [American Society of Acupuncturists \(ASA\)](#) - I am actively working on multiple committees for this organization. I am attending weekly town hall zoom meetings about the current status of COVID19 and Acupuncture.

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- [National Certification Commission for Acupuncture and Oriental Medicine \(NCCAOM\)](#) - Continuing education classes as available
- [Council of Colleges of Acupuncture and Oriental Medicine \(CCAOM\)](#) - provides updated documents including the [Clean Needle Technique](#) manual and the [Clinic Infection Control Advisory](#) as well as other website resources

Frequent review of CDC and OSHA guidelines

- 5. Describe resources used to educate employees and patients of the policies, circumstances, risks, and liabilities surrounding COVID19 and other infectious diseases (include documents, website links, postings, and handouts as appropriate).**

All Patients, new and current, will receive and sign the COVID19 Treatment Waiver (see attached).

Patient Handouts are developed and available for distribution as needed including the resource websites and documents developed by the CDC, and NY.gov (see attached)

Educational Signs are posted in waiting room, treatment rooms, bathroom, and at the reception desk as appropriate(see attached)

Copies of this plan are readily accessible upon request by patient or official, as well as posted on the Dansville Acupuncture Center website

- 6. Describe policy for frequency of review of this Safety Precaution Plan.**

This plan will be reviewed by me monthly during the official time of pandemic classification by NYS. Once this pandemic period is over, this plan will be reviewed annually in the fall of each year to prepare for the typical upcoming cold and flu season. This plan will be signed and dated with each review and/or reprinted with a “Last reviewed” statement date on the plan for review documentation.

References used in this Safety Precaution Plan

- NYS website: [New York Forward: NY Forward](#)
- CCAOM: [CCAOM Clinic Infection Control Advisory Emergence of COVID-19 What Acupuncture Clinics Should Do](#)
- CDC: [Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#)
- County Health departments: https://www.health.ny.gov/contact/contact_information/
- NYS Department of Health: [Novel Coronavirus \(COVID-19\) | Department of Health](#)
- Livingston County Department of Health: [Health Department | Health Department](#)
- ASNY: <https://asny.org/about/>
- ASA: <https://www.asacu.org/>
- NCCAOM: <https://www.nccaom.org/>
- CCAOM: <http://www.ccaom.org/>

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- CNT: https://www.ccaom.org/ccaom/Clean_Needle_Technique.asp
- CICA: <https://www.ccaom.org/images/ccaom/Documents/COVID-19/COVID-19%20Clinic%20Infection%20Control%20Advisory.pdf>

Attached Resources

- Cleaning Checklists for Treatment rooms, Bathroom, and Office
- Laundry Protocol
- Hand Washing/Hygiene sign
- Pre-Screening Checklist
- Day-of-Appointment Screening Checklist
- Referral Handout / Report of Findings
- Educational Handout: COVID 19
- Educational Handout: Self-Care before, during, and after infectious illness
- COVID 19 Treatment Waiver

*This document is a living plan, intended to be reviewed regularly and subject to change according to the changes in the environment and local, state, and national regulations.