



Section: <b>SWMBH Administration</b>	Procedure Name: <b>Infection Control - COVID-19</b>	Procedure #: <b>P01.09.01</b>
Overarching Policy: <b>01.09 Infection Control</b>		
Owner: <b>Chief Administrative Officer</b>	Reviewed By: <b>Anne Wickham</b>	Total Pages: <b>4</b>
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input type="checkbox"/> Other (please specify): _____	Final Approval By: <i>Anne Wickham</i> Anne Wickham (Jun 1, 2022 09:37 EDT)	Date Approved: <b>Jun 1, 2022</b>
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH/IDD Providers <input type="checkbox"/> Other (please specify): _____	Line of Business: <input type="checkbox"/> Medicaid <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Healthy Michigan <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> MI Health Link	Effective Date: <b>6/1/2020</b>

**Policy:** Southwest Michigan Behavioral Health (SWMBH) will have guidelines, processes and procedures in place to mitigate the spread of infectious disease.

**Purpose:** To minimize, to the extent possible, risks to SWMBH staff, board members, consumers, volunteers, and visitors which may arise due to COVID 19.

**Scope:** SWMBH staff and visitors

**Responsibilities:** All staff

**Definitions:**

**Close contact** - Someone is within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**Fully Vaccinated** – 2 weeks post vaccination of either 2<sup>nd</sup> dose of a 2-dose regimen or 2 weeks post vaccination of a 1 dose regimen of COVID19 vaccine.



## Procedure:

### A. Health Screening

1. All employees are strongly encouraged to obtain and maintain their Fully Vaccinated status against Covid-19 including any needed boosters.
2. All Employees who are to report to the office should assess their health each morning and make appropriate decisions accordingly. Those who are exhibiting symptoms of illness of any kind, should not come into the office.
3. Employees who are too sick to work should follow the protocol of their Senior Leader for "calling in sick". Individuals who call in sick should not work from home while ill and should take PTO.
4. Human Resources will track employee absences and reports of illness and will maintain this information in a separate area from any personnel records. These records will be used only for the purpose of tracking any infectious disease that may be reportable to the Kalamazoo County Health department or used to determine any additional notification necessary to additional employees or enhanced cleaning protocols that may be necessary.
5. Any employee who tests positive for COVID-19 will remain at home until they are no longer considered infectious according to the latest guidance from the CDC. Employees will immediately report any positive COVID-19 test to their Senior Leader and/or Human Resources. If a Senior Leader is notified of an employee testing positive for COVID-19 they will immediately notify Human Resources via the COVID 19 Self Report Form or via email if necessary.

### B. Environmental Safety

SWMBH will contract with a professional cleaning service to perform cleaning protocols on a daily basis to include all common areas and high touch surfaces. Facility's HVAC system has been adjusted to increase airflow from the outside into the building on a continuous basis.

1. All employees will have access to disinfecting sprays and wipes in order to maintain the cleanliness of their own office space and other common areas throughout the office on a regular and ongoing basis. SWMBH will contract with a professional cleaning service to have all office areas professionally disinfected as necessary.
2. SWMBH will allow only disposable plastic and paper products to be maintained within employee break areas. Employees wishing to provide their own eating utensils, coffee cups etc. will not be allowed to store them in common areas where they might be used by others.
3. SWMBH-provided sanitizing sprays can be utilized on commonly used surfaces such as microwave or refrigerator door handles.

### C. Hand Hygiene and Social Distancing

Infectious disease risks are mitigated when employees employ best practices in hand hygiene and social distancing measures.

1. SWMBH employees are encouraged to wash hands for 20 seconds frequently throughout the day. SWMBH will encourage this practice through training and strategically placed posters with reminders to do so. Hand sanitizer stations are placed throughout SWMBH, and employees are encouraged to use them frequently and as a best practice anytime they enter or exit the area.



2. In shared workspaces employees should utilize a clean in, clean out method to the workspace they will be utilizing for the day. Alcohol wipes are available to the employees for this purpose. Only alcohol wipes should be used on any electronic devices.
3. Employees should avoid touching their face with unwashed hands.
4. Conference rooms should not be overly congested Care should be taken in reserving conference rooms to reserve the largest room available to accommodate the number of people involved. If necessary, consider remote technologies if there will be too many attendees to comfortably accommodate.
5. Employees should use electronic or telephonic means to have brief conversations with other staff when possible.

**D. Personal Protective Equipment**

SWMBH will require varying levels of Personal Protective Equipment (PPE) be utilized by staff depending upon the current level of CDC risk and MIOSHA Emergency Rules. Staff who work solely within the office environment are deemed at low risk of contracting infection per MIOSHA standards.

1. Staff who leave the office to meet with Providers or Members are considered at medium risk and will adhere to the procedures as set forth within their department related to such as these staff have a medium risk of disease contraction. Those departmental procedures are attachments to this document. (P01.09A and P01.09B)
2. Staff or visitors will be required to adhere to current office mask protocols in the office environment the mask protocols will be based on the CDC defined level of risk in Kalamazoo County and will be communicated via email by the Chief Administrative Officer
3. SWMBH may at any time require staff to provide proof of vaccination status against COVID19.
4. Staff will be allowed to wear their own masks or those provided by SWMBH and must meet current CDC standards covering the nose and mouth. Staff always have the option to wear masks regardless of current office requirements.
5. SWMBH will have cloth or disposable medical masks available for any staff or visitor upon request.
6. SWMBH staff who visit the offices of any external stakeholder will comply with any and all requirements related to masks or other PPE as determined by the stakeholder.

**Effectiveness Criteria:** None

**References:** CDC Guidelines for Businesses  
OSHA Guidelines for Workplaces for COVID-19  
SWMBH COVID 19 Response Plan

**Attachments:**

- A. 01.09A Infection Precautions for Provider & Member Interactions in the Community



**Revision History**

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
Initial	6/1/2020	Throughout	New procedure	A. Wickham
1	4/13/2021	Procedure C & D	Revised to reflect ADP Screening and MIOHSA emergency orders Added MIOSHA Emergency Orders Reference.	A. Wickham
2	4/16/2021	Add Definition of Close Contact		A. Wickham
3	6/10/2021	Throughout	Significant Revision to reflect change to MIOSHA Emergency Rules	A. Wickham
4	1/13/22	Added A.4.b., Amended D.2., A4.c., A.8	Clarifies "No" response may be cleared by CAO or HR per current CDC guidelines. Visitors must adhere to current mask protocols Must be symptom free 24 hours without medication to return to office. Allows for email notification to CAO or HR in lieu of Covid 19 Self Report Form	A. Wickham
5	5/31/22	Throughout	Updated throughout to reflect CDC updates	A. Wickham






# P01.09.01 Infection Control - COVID-19

Final Audit Report

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Section: General Management	Attachment Name: Infection Precautions for Provider & Member Interactions in the Community	Attachment #: 01.09A
Overarching Policy: 01.09 Infection Control		
Owner: Chief Administrative Officer	Reviewed By: Anne Wickham	Total Pages: 4
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input type="checkbox"/> Other (please specify): _____	Final Approval By: <i>Anne Wickham</i> Anne Wickham (Jun 27, 2022 15:27 EDT)	Date Approved: Jun 27, 2022
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**Policy:** Southwest Michigan Behavioral Health (SWMBH) will have guidelines, processes and procedures in place to mitigate the spread of infectious disease.

**Purpose:** Present proper protocols for safe in-person interactions between staff, members, providers and community stakeholders.

**Scope:** All staff

**Responsibilities:** All staff

**Definitions:**

- A. **Facemask** – PPE and are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays. (CDC)
- B. **Fully Vaccinated** – 2 weeks post vaccination of either 2nd dose of a 2-dose regimen or 2 weeks post vaccination of a 1 dose regimen of COVID19 vaccine.



**Procedure:**

In-person contact between SWMBH staff and members will exist as needed to meet member's needs and goals.

A. SWMBH staff will:

- I. Assess their own physical wellness each day before work to ensure they are symptom free of Covid 19 or any illness before any in-person contact whether in the SWMBH office or in the community with members.
- II. At the member's request hold assessments, contacts, visits with any member via approved telehealth technologies.
- III. Utilize appropriate cleaning supplies on all equipment prior to and following each visit.
- IV. Practice hand hygiene which includes utilizing hand sanitizer upon initiation and departure from a community visit.
- V. Wear medical grade face masks when meeting with members in the community based upon current CDC guidance, current SWMBH requirements, upon request of the member, or staff preference.
- VI. Utilize disposable gloves when touching member's bodily fluids or as needed throughout a community visit if necessary. The staff will dispose of gloves properly and use hand sanitizer or wash hands with soap and water after removing gloves.

B. Community Visits in a provider office, member home or member congregate setting

- I. The staff member will follow office or congregate setting Covid 19 protocols as required by the venue.
- II. No staff should attend a community visit or meeting if they are feeling ill or exhibiting any symptoms of Covid-19.
- III. If possible, staff should contact the member 24 hours in advance of the visit to confirm that the member or anyone in their household is not currently COVID19 positive. In the event someone is positive the visit should be rescheduled, or the member offered a virtual contact in lieu of face to face at the member's preference.
- IV. The staff member will document all in-person visits with members for contract tracing purposes in the event it should be necessary.
- V. Provider or stakeholder visits should be tracked within the staff Outlook calendar for contract tracing purposes in the event it should be necessary.

C. Equipment

- I. SWMBH will provide to any staff who requests:
  1. Disinfecting and/or technology disinfecting wipes
  2. Hand sanitizer
  3. Masks
  4. Thermometer (dependent upon position)
- II. Staff should take only items into the community space that are required (such as laptop, cleaning supplies, etc.). Other equipment or belongings that are not needed should not be taken,



**Effectiveness Criteria: None**

**References:**

- A. OSHA Covid-19 Resources
- B. SWMBH Covid 19 Response Plan





**Revision History**

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
1	8/12/21	Throughout	Change process based on updated MDHHS recommendations	S. Green
2	5/31/22	Throughout	Change process based on updated CDC guidelines and combined attachments 1.09A and 1.09B into this one attachment	A. Wickham






# 01.09A Infection Precautions for Provider & Member Interactions in the Community

Final Audit Report

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