EMPLOYER GUIDE

TO A

SAFE AND WELL WORKPLACE

MERCY
URGENT
CARE

Mercy Urgent Care and Mercy Occupational Medicine are here for you.

As you adjust to your "new normal" in light of the COVID-19 pandemic and adapt policies and processes to protect your employees, we are here to help you every step of the way. Ensuring your workforce is a safe place for your employees to return to work is personal to us. Why? Because we're all in this together. Because you're our community, our neighbors, our friends, our family. Because your business is an integral part of our local economy.

Partnering with employers to ensure our friends, family, and neighbors can return to work safely? It's one of the many ways that **#mercymakesusdifferent**.

Safe and Well: Identify Infection Control Hazards

Put yourself in the shoes of an employee or visitor. Perform a physical walk-through, looking for all the places where infection control hazards exist.

Identify high-risk areas, such as cafeterias, breakrooms, or restrooms.

Once you've identified high-risk areas, you can begin the planning process to minimize and/or eliminate risks.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Display hand washing and infection control posters prominently throughout your facility that detail the proper handwashing process. Place hand sanitizer at multiple stations throughout the building. Encourage frequent hand washing.

Instruct employees to avoid touching their faces, sneeze and/or cough into a tissue or elbow, and eliminate handshakes.

Intensify cleaning efforts across the organization. Have EPA-registered disinfectant cleaners readily available and conveniently located. Encourage employees to disinfect surfaces in their vicinity throughout their shifts.

Implement a cleaning protocol and schedule to ensure common areas and frequently touched surfaces are disinfected multiple times throughout the day.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Screen all visitors and employees for COVID-19 symptoms daily, before entering the facility and before the start of each shift.

Require all employees and visitors to remain six feet apart and wear a mask at all times. Post signage reminding employees of both protocols.

Where social distancing isn't possible, consider fit testing for N 95 masks and erecting physical barriers or partitions between employee work stations.

Where possible, close break rooms, cafeterias, or other common areas to minimize congregating in close quarters.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Modify policy to restrict all unnecessary business travel, including making "rounds" to multiple facilities, or any travel that increases infection risk that isn't essential to business operations.

Restrict in-person meetings by limiting capacity and providing technology to conduct virtual meetings where possible.
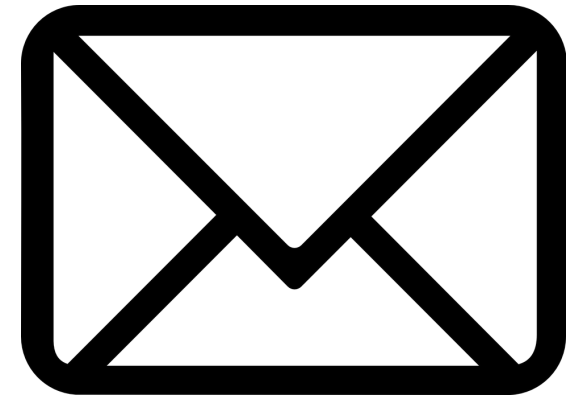
Continue telework arrangements where possible, to limit the number of people physically present in the workplace.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Establish processes for receiving mail and other regular deliveries.

Ban all non-essential visitors.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Mark one-way traffic in hallways and stairways to help maintain social distancing.

Avoid sharing equipment where possible—particularly phones, desks, and other work equipment.

Modify schedules to reduce the number of employees in the building at one time. Consider staggered shifts, breaks, and meal times.

Safe and Well: Implement Policies and Processes that Reduce Infection Risks

Train staff on proper donning and doffing of protective equipment such as masks and gloves.

Remind staff to disinfect personal electronic devices regularly.

Safe and Well: Create an Exposure and Return to Work Protocol

Establish a plan for employees who have been exposed to someone who tested positive for COVID-19, or who test positive for COVID-19. The plan should include process and parameters for employee returning to work, as well as protocols for employees who were in close contact with the exposed employee.

Need help? Mercy is here for you.

Mercy Urgent Care and Mercy Occupational Medicine can provide a wide range of services to fit your needs. From workplace risk assessments to N 95 fit tests to daily temperature screens conducted by one of our medical professionals, we're ready to help you ensure your workplace is **safe and well**.

For more information, visit:

https://mercyurgentcare.org/news/information-regarding-covid-19/

https://mercyurgentcare.org/for-employers/mercy-occupational-medicine/