



Safe Work Practices Policy (Effective May 5th, 2020)

Scope: All active employees.

Purpose: ARH continues to place the highest priority on the health, safety and wellbeing of its employees, as well as the wider community. This INTERIM supplemental policy outlines our overall response to an outbreak of a respiratory disease caused by a novel (new) coronavirus “SARS-CoV-2” (aka Coronavirus Disease 2019 or COVID-19). It outlines specific steps ARH takes to safeguard employees’ health and well-being while ensuring ARH’s ability to maintain essential operations and continue providing essential services to our patients.

During the Interim Policy effective period, ARH will follow the Centers for Disease Control and Prevention (“CDC”) recommendations and guidelines from the Department of Labor’s Occupational Safety and Health Administration (OSHA).

The following suggested guidelines can be replicated as general best practices applicable to most workplaces.

- Telecommuting Work
 - ARH asks all staff who can work remotely to do so, and plan to do so indefinitely. This will help ARH sustain workplace social distancing, comply with government and public health directives, and reduce exposure for our essential personnel still working
 - Employees working from home must adhere to the Interim Occasional Telecommute policy
- Save Work Practices
 - Promote frequent and thorough hand washing, including by providing employees, patients and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
 - Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Everyone should wear a face cover when in public areas where 6 feet social distancing guidelines could be broken. Healthcare personnel should follow ARH infection control policies and procedures for approved face cover requirements.
- Employee Screenings
 - All employees who enter an ARH hospital, clinic or Home Health work-site will be screened according to CDC Guidelines
 - If employee reports any symptoms on the Screening guide, they will not be permitted into work and will be directed to be tested for COVID-19. Employee will follow the Supplemental Sick/PTO policy in regards to return to work process.
 - Employees who are sick are encouraged to stay home. If they have symptoms of COVID-19 (fever, cough, shortness of breath, or others depending on pre-existing medical conditions), suspected COVID-19, or confirmed COVID-19 should follow the guidelines in the Interim Supplemental Sick and PTO policy.

- Housekeeping Practices
 - Clean AND disinfect the workplace frequently.
 - Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 external icon, the cause of COVID-19, and are appropriate for the surface.
 - Provide disposable wipes or other approved disinfectant so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 external icon, the cause of COVID-19, and are appropriate for the surface.
 - Provide PPE when necessary and consistent with OSHA and CDC requirements.
- Social Distancing
 - ARH will provide safe work environments by maintaining CDC recommended guidelines of six-foot distancing. This may be provided in various methods up to and including;
 - Staggered shifts and start times to maximize distancing
 - Encouraging cross-training teams to
 - Stagger breaks and lunch schedules
 - Offer lunch breaks in vehicles instead of shared cafeterias or break rooms
 - Restrict movement between departments and/or functions (not allowing traffic between production and office workspaces)
 - Conduct phone/email virtual meetings rather than in-person meetings
 - Face to Face meetings are not allowable at this time.
 - Desks and work stations must be appropriately spaced; construct temporary walls between workstations if necessary
 - Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible.