



**NOTICE TO ONE STAFF MEMBERS, PATIENTS, BUSINESS PARTNERS AND GUESTS**

Ortho NorthEast (“ONE”) is working hard to provide a safe environment for everyone in our facilities. To address the COVID-19 pandemic and comply with Indiana Governor Holcomb’s Executive Order # 20-26, Ortho NorthEast wants you to be aware of the following:

- I.) All ONE staff members are required to continuously monitor themselves for symptoms of COVID-19 and immediately report any symptoms they may be experiencing to their supervisor.
  - a. These symptoms include:
    - i. A fever of over 100 degrees
    - ii. An active cough
    - iii. Shortness of breath or any difficulty breathing
    - iv. Chills
    - v. Muscle pain
    - vi. Sore throat
    - vii. New loss of taste or smell
  - b. All patients at ONE are monitored for COVID-19 symptoms while in our facilities.
- II.) All patients are screened during the appointment scheduling process and are reminded that they should delay their appointment whenever possible if they’re experiencing any COVID-19 symptoms.
  - a. ONE offers telehealth services to persons who may be ill or might have been exposed or otherwise are quarantined.
  - b. ONE is strictly limiting visitors in our facilities.
- III.) ONE has enhanced the cleaning and disinfecting of our entire workplace, including frequent cleaning of regularly touched surfaces in all parts of our organization.
- IV.) At all ONE public entrances, hand sanitizing stations are available – and everyone is encouraged to use them. Hand sanitizer also is available in many other areas within our facilities.
  - a. There are sinks in every ONE exam room. Staff routinely wash their hands before and after patient examinations and treatments. ONE handwashing standards are derived from the OSHA safety standards for mitigating exposure to blood borne pathogens and other potential infections, including COVID-19.
- V.) Wherever possible, ONE requests compliance from staff members and patients with the CDC’s guidelines for social distancing/separation. (Exceptions during the diagnosing and treatment of patients are necessary.)
  - a. All patients and ONE staff members wear masks, with rare exceptions (as may be determined by the provider of care) during the examination and treatment of patients.
  - b. Other social distancing/separation measures are in place at all times as well, to the extent possible.

ONE’s goal is to provide safe medical care and a healthy workplace. If there are any concerns about the safety measures in place in any of ONE’s facilities, please speak to your ONE care provider or any administrative leader.

Thank you for your attention and active participation in these safety measures. We’ll get through this together – safely.