

Fort Wayne Orthopedics

COVID-19 Plan to Keep Employees & Visitors Safe

Revised March 11, 2022

Fort Wayne Orthopedics values the safety of all staff and visitors to our offices and will comply with safety and health standards established and enforced by the Indiana Occupational Safety and Health Administration (IOSHA) and the Indiana State Department of Health (ISDH).

- Social media marketing and our FWO website have been used to inform patients to call instead of reporting for visits if having any signs of illness, to inform of the opportunity to utilize telehealth instead of in person visits, and the number to call with questions or concerns.
- Telehealth visits have been implemented and physicians are screening their schedules to determine if this is a suitable alternative for patients instead of coming in person.
- Patients will be screened for COVID-19 symptoms by posted signs informing not to enter if they have symptoms or have had a recent exposure and the phone number to call to make alternate arrangements to be seen
- Facemasks may be worn by patients while in the practice if they so desire. Patients will be encouraged to wear their own mask. If they do not have one, a mask will be provided to them upon request.
- Facemasks may be worn by FWO personal while in the practice is they so desire. If a patient requests that our staff caring for them wear a facemask, our employees will do so.
- Social distancing guides have been posted throughout offices and patient waiting areas informing of need to maintain six feet between people if possible
- To facilitate social distancing, patients are limited to two visitors.
- Hand sanitizer is available throughout our offices for all staff and visitors.
- Handwashing reminders with CDC guidance on proper technique are posted in all restrooms
- Plexiglas shields have been installed at registration desks to create a protection barrier between staff and individuals they interact with.
- High touch surfaces are being regularly cleaned.
- Coffee service has been removed from our lobbies and magazines have been removed from patient waiting areas to limit common touch items.
- Public drinking fountains have been disabled
- The Valet service has been suspended indefinitely
- Services in Diagnostic Test Scheduling, Customer Service and Surgery Scheduling have been transitioned to be performed over the phone.
- Employees who are able to effectively work remotely have been set up for telecommuting to minimize their risk of exposure and enhance social distancing in the office spaces.
- Employees have been informed to self-assess each day to check for any COVID-19 type symptoms (fever, cough, shortness of breath, muscle pain, sore throat, new loss of taste or smell) prior to reporting to work. Reminders are posted on ADP to stay home if any signs of illness.

- Employees have been informed to self-monitor for symptoms and do self-temperature checks at home. Staff exhibiting symptoms should not report to work and should notify their supervisor.
- Staff who participate in special procedures will be provided appropriate personal protective equipment including surgical face masks, gloves and gowns as indicated for the activities they must perform.
- Video-conferencing technology has been adopted for conducting meetings remotely instead of in person. Any required meetings that involve more than 10 individuals will be offered in a teleconference format.
- An Employee Assistance Plan offering counseling services is available to all staff to assist in managing anxiety or emotional issues related to Covid-19