COVID-19 TDA Policy

The following policy update is to ensure a safe and productive practice environment during the COVID-19 outbreak.

**FOR STAFF**

* When seeing patients in the office, it is imperative that all staff adhere to patient screening and limited contact policies (e.g., screening questions about travel and recent exposure/health conditions, virtual lobby, taking staff and patient temperatures, etc.).
* Ensure enhanced COVID-19 sterilization procedures are maintained.
* Staff is encouraged to use earned paid time off as a first measure for handling any necessary time off due to self-quarantine, practice closure, schedule reduction, etc.
* Staff can borrow against any paid time off that will accrue by the end of 2020.
* Submit requests for additional time off beyond earned or borrowed paid time off to the office manager and include whether your situation is related to positive COVID-19 testing, self-quarantine of yourself or child(ren) under the age of 18, or school or daycare closure affecting your children.
* If position schedules are reduced or eliminated, staff is eligible to apply for unemployment and, based on the federal legislation, will have reduced restrictions on eligibility and reduced wait times to receive benefits.
* The practice may close entirely, in which case we may enact layoffs with an anticipated return date to project your return to work and still ensuring unemployment benefits.
* The practice may need limited coverage to address patient questions and handle emergency patients. In this case, we will discuss coverage schedules with staff on an as-needed basis.
* Refrain from including practice information in any social media communication as to limit misunderstandings and misrepresentation of practice status to patients or other contacts.
* Do not store patient or practice information on personal devices.
* Do not contact patients from personal cell phones or other devices without written consent from the practice.
* Document all contact with patients regarding health and scheduling matters.
* Do not initiate remote access to practice management software or the practice server without written authorization from the practice owner.
* Do not go to, or suggest patients go to, the office if it has been closed.
* Do not remove personal protective items (e.g., disinfectants, gloves, masks, hand sanitizer, etc.) from the office.

**FOR OWNERS**

* Federal relief measures related to the Families First Coronavirus Response Act may include exemptions or waivers for businesses with fewer than 50 employees.
* Exemptions and waivers may be dependent upon the impact on the viability of the business or the ability to continue to provide care for patients.
* Should practice owners be required to provide extended leave for affected employees, a tax credit/offset may become available pending approval by Congress.

Click or tap here to enter text.

Click or tap here to enter text.