

Summary of the Indiana State Medical Association (ISMA) COVID-19 Workplace Safety Plan

This summary provides an overview of the measures and safeguards put into place by ISMA to minimize exposure to COVID-19. A full copy of ISMA's COVID-19 Workplace Safety Plan is available upon request. Please note that this summary is subject to change at any time without advance notice as additional guidance and information becomes available and as ISMA's COVID-19 Workplace Safety Plan is updated.

Social Distancing, Infection Control Practices, and Cleaning Measures

- Prior approval is required before outside vendors and other visitors will be permitted in the ISMA office.
- Employees and approved visitors must wear face coverings at all times when in the ISMA office.
- Employees and approved visitors who are in the ISMA office must maintain a distance of at least 6 feet from other individuals at all times to the maximum extent possible.
- Employees and approved visitors must observe appropriate infection control practices, such as regular handwashing.
- Mail and other deliveries should be placed in the drop-off bins located in the ISMA office entry areas.
- The ISMA office will undergo an enhanced cleaning after each workday.
- Business travel and in-person attendance at outside meetings by ISMA employees is not permitted unless prior approval is obtained.

Health Screenings

- Employees who are ill or experiencing any COVID-19-related symptoms are required to stay home.
- Employees and approved visitors to the ISMA office are required to conduct a self-assessment for COVID-19-related symptoms and interactions with individuals suspected of or having COVID-19 before arriving at or entering the ISMA office.
- Employees who are suspected of having or confirmed as having COVID-19 should follow CDC-recommended steps and cannot return to work until the CDC's criteria to discontinue home isolation are met, in consultation with health care providers and state/local health departments.
- CDC guidelines for cleaning and disinfection for community facilities will be followed if an individual who has been in the ISMA office is confirmed to have COVID-19.