

## 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 Measures**

- Except for employees who perform professional insurance services or functions necessary to maintain "minimum basic operations" for ISMA, all other employees are working remotely.
- 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.
- Prior approval is required before outside vendors and other visitors will be permitted in the ISMA office.
- Mail and other deliveries should be placed in the drop-off bins located in the ISMA office entry areas.
- Business travel and in-person attendance at outside meetings by ISMA employees is not permitted unless prior approval is obtained.

### **Employee Health Screening**

- Employees who are ill or experiencing any COVID-19-related symptoms are required to stay home.
- Employees are required to conduct a self-assessment each day for COVID-19-related symptoms and interactions with individuals suspected of or having COVID-19 before arriving at 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.

### **Cleaning and Disinfecting Protocols, Infection Control Practices, and Personal Protective Equipment**

- The ISMA office will undergo an enhanced cleaning after each workday.
- Employees and approved visitors must observe appropriate infection control practices, such as regular handwashing.
- Employees and approved visitors must wear face coverings at all times when in the ISMA office.