

Wise Medical Staffing, Inc.'s COVID-19 Plan

1. Purpose and Scope

Wise Medical Staffing, Inc. is committed to providing a safe and healthy workplace for all our employees. Wise Medical Staffing, Inc. has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA's COVID-19 Emergency Temporary Standard (ETS).

Wise Medical Staffing, Inc. has multiple workplaces that are substantially similar, and therefore has developed a single COVID-19 plan for the substantially similar workplaces, with site-specific considerations included in the table below.

Facility Location	Worksite-Specific COVID-19 Considerations
All Office Locations	Offices have limited access to outside individuals. Entry points are limited, visitors must be screened, social distancing enforced, masks for non-vaccinated employees to be worn when moving away from desk area. PPE/education provided.
Home Care Staff	PPE provided, education provided, staff to screen both self/consumer each visit prior to entry into the home.
Contracted Facilities	PPE provided by contracted facility according to job task assigned. Education provided by agency. Employees working in facilities will follow the facility guidelines.

2. Roles and Responsibilities

Wise Medical Staffing, Inc.'s goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinator(s), listed below, implements and monitors this COVID-19 plan. The COVID-19 Safety Coordinator(s) has Wise Medical Staffing, Inc.'s full support in implementing and monitoring this COVID-19 plan and has authority to ensure compliance with all aspects of this plan.

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work cooperatively with non-managerial employees and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

Management will be educated via a ZOOM meeting following completion of policy and documents. Staff will then receive education from the management team where staff members will have time for discussion and input of ideas on further development of the plan, monitoring, success of the plan, and further updates of the plan.

COVID-19 Safety Coordinator(s)		
Name	Title/Facility Location	Contact Information (office location, phone, email address)
Shirley Hamilton RN	RN Administrator	740-894-0005 ext 309 South Point shamilton@wisemedicalstaffing.com
Laura Ireland BSN RN	CEO	740-775-4108 ext 216 Chillicothe lireland@wisemedicalstaffing.com
Missy Radune BSN RN	QA	740-775-4108 Chillicothe mradune@wisemedicalstaffing.com

3. Hazard Assessment and Worker Protections

Wise Medical Staffing, Inc. has identified all office locations as following well-defined areas of the workplace where fully vaccinated employees are exempt from the personal protective equipment (PPE), physical distancing, and physical barrier requirements of the ETS because there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present. Wise Medical Staffing, Inc. has educated employees on the following policies and procedures regarding vaccination status: As defined below, only fully vaccinated employees will be permitted to go without masks when in common areas or areas when social distancing is not able to be obtained. Fully vaccinated is defined as: in receipt of:

1. 1 vaccine in a 1 vaccine series OR
2. 2 vaccines in a 2-vaccine series
3. BOTH must be two (2) weeks following last vaccination in a series.

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to conduct a workplace assessment.

Wise Medical Staffing, Inc. will address the hazards identified by the assessment, and include policies and procedures to minimize the risk of transmission of COVID-19 for each employee. These policies and procedures are as follows:

Patient Screening and Management

In settings where direct patient care is provided, Wise Medical Staffing, Inc. will:

- Limit and monitor points of entry to the setting;
 - Screen and triage all clients, patients, residents, delivery people, visitors, and other non-employees entering the setting for symptoms of COVID-19;
 - Implement other applicable patient management strategies in accordance with the CDC's "COVID-19 Infection Prevention and Control Recommendations"; and
1. Offices: Prohibit a patient, visitor, employee, or delivery person admitted entry to the office with any signs of COVID or a positive diagnosis of COVID. Signage is posted at entry from ODH. All persons entering will be screened for COVID symptoms. Markings are posted for expected distancing.
 2. Home Care Setting: all consumers will be screened upon arrival to the residence by the aide/nurse and documented in Alora. If there is not service for Alora to work, the screening can be documented on paper form for upload by the office into Alora. All screenings should take place prior to beginning of care and while the caregiver is greater than 6 feet away.
 3. Facility: all contracted staff members will be expected to follow the contacted facility's COVID Program for prevention and spread of virus.

Standard and Transmission-Based Precautions

Wise Medical Staffing, Inc. will develop and implement policies and procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "[Guidelines for Isolation Precautions.](#)"

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to develop and implement these policies and procedures.

Personal Protective Equipment (PPE)

Wise Medical Staffing, Inc. will have facemasks available for all staff. Facility staff may obtain facemasks and or higher level of respiratory protection from the facility per the facility guidelines. Facemasks must be worn by employees over the nose and mouth. Policies and procedures for facemasks will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

Wise Medical Staffing, Inc. will provide employees (home care, home health, and office staff, all contracted staff PPE to be supplied by contracted facility) with a sufficient number of facemasks, to be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons).

Employees will be expected to stop in at a local office to pick up a weekly supply of face masks from supply manager. Face masks are to be worn:

- Any time social distancing cannot be performed.
- When away from desk moving about the office
- During provision of care to any consumer (100% of time while in home)

Paragraph (a)(4) of the ETS exempts fully vaccinated employees from the PPE requirements of the ETS when in well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present. The following are additional exceptions to Wise Medical Staffing, Inc.'s requirements for facemasks:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When employees are wearing respirators in accordance with 29 CFR 1910.134 or paragraph (f) of OSHA's COVID-19 ETS.
4. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic (or includes a clear plastic window). When this is the case, Wise Medical Staffing, Inc. will ensure that each employee wears an alternative, such as a face shield, if the conditions permit.
5. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined with the Americans with Disability Act (42 USC 12101 et seq.), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disability Act and other applicable laws. When an exception applies, Wise Medical Staffing, Inc. will ensure that any such employee wears a face shield, if their condition or disability permits it. Wise Medical Staffing, Inc. will provide accommodations for religious beliefs consistent with Title VII of the Civil Rights Act.
6. When Wise Medical Staffing, Inc. has demonstrated that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). When this is the case, Wise Medical Staffing, Inc. will ensure that each employee wears an alternative, such as a face shield, if the conditions permit. Any employee not wearing a facemask must remain at

least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

If a face shield is required to comply with OSHA's COVID-19 ETS or Wise Medical Staffing, Inc. otherwise requires use of a face shield, the employee will ensure that face shields are cleaned at least daily and are not damaged.

Wise Medical Staffing, Inc. will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

In addition to providing, and ensuring employees wear, facemasks, Wise Medical Staffing, Inc. will have available protective clothing and equipment (e.g., N95, gloves, gowns, goggles, face shields) to the employee in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "[Guidelines for Isolation Precautions](#)," and ensure that the protective clothing and equipment is used in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

For employees with exposure to people with suspected or confirmed COVID-19, Wise Medical Staffing, Inc. will provide N95 masks and other PPE, including gloves, an isolation gown or protective clothing, and eye protection. Contracted agencies will provide the above for contracted and agency employees.

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19. [OSHA's [COVID-19 Healthcare Worksite Checklist & Employee Job Hazard Analysis](#) may be used.]

Physical Distancing

Wise Medical Staffing, Inc. will educate each employee to be separated from all other people in the workplace by at least 6 feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 6 feet of physical distance is not feasible, Wise Medical Staffing, Inc. will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess physical distancing in the workplace.

All physical workspaces will either have a minimum of 6 feet distancing in the office, or individuals will have physical barriers such as walls or dividers to prevent social gatherings.

Breaks and lunches will be staggered to prevent gatherings in areas such as lunch/break rooms with inability to social distancing.

Meetings will be conducted by ZOOM when possible, to prevent gathering in groups.

The check in area of the office will have a line on the ground for proper distancing from the greeter. The clip board will be greater than 6 feet away from an employee. No two employees will be in the same hallway at the same time, each

employee will only access an empty hallway.

Physical Barriers

Wise Medical Staffing, Inc. may install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least 6 feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers. Physical barriers may be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to identify where physical barriers are needed. [OSHA's [COVID-19 Healthcare Worksite Checklist & Employee Job Hazard Analysis](#) may be used to identify where to install physical barriers for employee protection from COVID-19. Physical barriers are not required in direct patient care areas or resident rooms.]

Where feasible, Wise Medical Staffing, Inc. will ensure that:

- Physical barriers are solid and made from impermeable materials;
- Physical barriers are easily cleanable or disposable;
- Physical barriers are sized (i.e., height and width) and located to block face-to-face pathways between individuals based on where each person would normally stand or sit;
- Physical barriers are secured so that they do not fall or shift, causing injury or creating a trip or fall hazard;
- Physical barriers do not block workspace air flow or interfere with the heating, ventilation, and air conditioning (HVAC) system operation;
- Physical barriers are transparent in cases where employees and others have to see each other for safety; and
- Physical barriers do not interfere with effective communication between individuals.

Physical barriers will be applied when proper distancing cannot be attained:

- Where:
 - Public facing fixed workstations (e.g., entryway/lobby, check-in desks, triage, hospital pharmacy windows, bill payment);
 - Security screening and checkpoints.
- How:
 - Free-standing on the floor and secured;
 - Mounted securely to hard surfaces above the floor (e.g., benches, desks, countertops, production lines, vehicle interior surfaces); or
 - Hung from above and extending down from the ceiling or other fixture and secured so as not to fall, flap, or move.

Cleaning and Disinfection

Wise Medical Staffing, Inc. will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

In patient care areas, resident rooms, and for medical devices and equipment:

Wise Medical Staffing, Inc. will follow standard practices for cleaning and disinfection of surfaces and equipment

in accordance with CDC's "COVID-19 Infection Prevention and Control Recommendations" and CDC's "Guidelines for Environmental Infection Control."

In all other areas:

Wise Medical Staffing, Inc. requires the cleaning of high-touch surfaces and equipment at least once a day, following manufacturers' instructions for the application of cleaners.

When a person who is COVID-19 positive has been in the workplace within the last 24 hours, Wise Medical Staffing, Inc. requires cleaning and disinfection, in accordance with CDC's "Cleaning and Disinfecting Guidance," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

Each employee is expected to clean/disinfect their personal workspace daily and when expected exposure has occurred.

Wise Medical Staffing, Inc. will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities.

Hand sanitizer will be supplied to:

- Office Staff—each sink will have antibacterial soap as well as hand sanitizer present for use. Hand sanitizer will be present at entries for use by all who enter.
- Home Care/Home Health—staff members will be supplied to staff members and can be picked up weekly or when running low.
- Agency Staff—these items will be supplied by contracted facility per their policies.

Ventilation

****Wise Medical Staffing does not own or control the ventilation and air conditioning systems. This section does not apply to Wise Medical Staffing offices.

Health Screening and Medical Management

Health Screening

Wise Medical Staffing, Inc. each employee will self-screen before each workday and each shift.

- Office Staff—will prescreen for symptoms before arriving to work.
- Home care/Home health—will self-screen for symptoms and log in Alora daily
- Agency Staff—will follow screening guidelines of the contracted facility up to and including COVID testing.

Employee Notification to Employer of COVID-19 Illness or Symptoms

Wise Medical Staffing, Inc. will require employees to promptly notify their supervisor who will notify the COVID-19 Safety Coordinator when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever ($\geq 100.4^{\circ}$ F) and new unexplained cough associated with shortness of breath.

Employees will communicate with Wise Medical Staffing, Inc. COVID Coordinator by phone and by email if they are sick

or experiencing symptoms while at home or at work. This communication will be initiated at first sign of illness and will continue throughout the illness.

Wise Medical Staffing, Inc. encourages employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Employer Notification to Employees of COVID-19 Exposure in the Workplace

Wise Medical Staffing, Inc. will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below. The notification provisions below are not triggered by the presence of a patient with confirmed COVID-19 in a workplace where services are normally provided to suspected or confirmed COVID-19 patients (e.g., emergency rooms, urgent care facilities, COVID-19 testing sites, COVID-19 wards in hospitals). When Wise Medical Staffing, Inc. is notified that a person who has been in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, Wise Medical Staffing, Inc. will, within 24 hours:

- Notify each employee who was not wearing a mask and any other required PPE and has been in close contact with the person with COVID-19 in the workplace. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
- Notify all other employees who were not wearing a mask and any other required PPE and worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.
- Notify other employers whose employees were not wearing a mask and any other required PPE and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a particular floor) in which that person was present, during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period and the location(s) where the person with COVID-19 was in the workplace.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.

Medical Removal from the Workplace

Wise Medical Staffing, Inc. has also implemented a policy for removing employees from the workplace in certain circumstances. Wise Medical Staffing, Inc. will immediately remove an employee from the workplace when:

- The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The employee is experiencing recent loss of taste and/or smell with no other explanation; or
- The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

This list represents the minimum medical removal requirements for compliance with OSHA's COVID-19 ETS. The full list of COVID-19 symptoms provided by the CDC includes additional symptoms not listed above. Employers may choose to remove or test employees with additional symptoms from the CDC list, or refer the employees to a healthcare provider.

For employees removed because they are COVID-19 positive, Wise Medical Staffing, Inc. will keep them removed until they meet the return-to-work criteria discussed below. For employees removed because they have been told by a licensed healthcare provider that they are suspected to have COVID-19, or are experiencing symptoms as discussed above, Wise Medical Staffing, Inc. will keep them removed until they meet the return-to-work criteria discussed below or keep them removed and provide a COVID-19 polymerase chain reaction (PCR) test. If the employee tests negative, they can return to work immediately. If the employee tests positive or refuses a test, they must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses to take the test, Wise Medical Staffing, Inc. will continue to keep the employee removed from the workplace but is not obligated to provide the medical removal protection benefits. Note: absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws.

If Wise Medical Staffing, Inc. notifies an employee that they were in close contact with a person in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive when that employee was not wearing a mask and any other required PPE, Wise Medical Staffing, Inc. will immediately remove the employee from the workplace unless:

1. The employee does not experience recent loss of taste and/or smell with no other explanation, or fever of at least 100.4°F and new unexplained cough associated with shortness of breath; AND
2. The employee has either been fully vaccinated against COVID-19 (i.e., 2 weeks or more following the final dose) or had COVID-19 and recovered within the past 3 months.

Wise Medical Staffing, Inc. will keep the employee removed from the workplace per CDC guidelines or will keep the employee removed and provide a COVID-19 test at least 5 days after the exposure. If the employee tests negative, they may return to work 7 days following exposure. If the employee tests positive, the employee must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses a test, Wise Medical Staffing, Inc. will keep the employee excluded for 14 days, but is not obligated to provide the medical removal protection benefits.

Any time an employee must be removed from the workplace, Wise Medical Staffing, Inc. may require the employee to work remotely or in isolation if suitable work is available. When allowing an employee to work remotely or in isolation, Wise Medical Staffing, Inc. will continue to pay that employee the same regular pay and benefits the employee would have received had the employee not been absent.

Wise Medical Staffing, Inc. will not subject its employees to any adverse action or deprivation of rights or benefits because of their removal from the workplace due to COVID-19.

Return to Work Criteria

Wise Medical Staffing, Inc. will only allow employees who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC's "Isolation Guidance" and "Return to Work Healthcare Guidance." Pursuant to CDC guidance, symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Wise Medical Staffing, Inc. will follow the guidance of a licensed healthcare provider regarding return to work.

Pursuant to CDC guidance, asymptomatic employees may return to work after at least 10 days have passed since a positive COVID-19 test. If an employer receives guidance from a healthcare provider that the employee may not return

to work, they must follow that guidance.

Vaccination

Wise Medical Staffing, Inc. encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. Wise Medical Staffing, Inc. will support COVID-19 vaccination for each employee.

Training

Wise Medical Staffing, Inc. will implement policies and procedures for employee training, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess COVID-19 hazards and implement an employee training program. [OSHA's COVID-19 Healthcare Worksite Checklist & Employee Job Hazard Analysis may be useful to employers.]

Wise Medical Staffing, Inc.'s COVID-19 training program will be accessible in the following ways: online education, emails, department meetings and tool talks, discussion with supervisors, and orientation.

Wise Medical Staffing, Inc. will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:

- COVID-19, including:
 - How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - The signs and symptoms of COVID-19;
 - Risk factors for severe illness; and
 - When to seek medical attention;
- Wise Medical Staffing, Inc.'s policies and procedures on patient screening and management.
- Tasks and situations in the workplace that could result in COVID-19 infection;
- Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
- Employer-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace;
- Wise Medical Staffing, Inc.'s policies and procedures for PPE worn to comply with OSHA's COVID-19 ETS, including:
 - When PPE is required for protection against COVID-19;
 - Limitations of PPE for protection against COVID-19;
 - How to properly put on, wear, and take off PPE;
 - How to properly care for, store, clean, maintain, and dispose of PPE; and
 - Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19;
- Workplace-specific policies and procedures for cleaning and disinfection;
- Wise Medical Staffing, Inc.'s policies and procedures on health screening and medical management.
- Any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours);

- The identity of Wise Medical Staffing, Inc.'s Safety Coordinator(s) specified in this COVID-19 plan;
- OSHA's COVID-19 ETS; and
- How the employee can obtain copies of OSHA's COVID-19 ETS and any employer-specific policies and procedures developed under OSHA's COVID-19 ETS, including this written COVID-19 plan.

Wise Medical Staffing, Inc. will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.

Wise Medical Staffing, Inc. will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.

Anti-Retaliation

Wise Medical Staffing, Inc. will inform each employee that employees have a right to the protections required by OSHA's COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Wise Medical Staffing, Inc. will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Recordkeeping

Wise Medical Staffing, Inc. will retain all versions of this COVID-19 plan implemented to comply with OSHA's COVID-19 ETS while the ETS remains in effect.

Wise Medical Staffing, Inc. will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day at the workplace, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

Wise Medical Staffing, Inc. will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. Wise Medical Staffing, Inc. will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by OSHA's COVID-19 ETS or other federal law.

Wise Medical Staffing, Inc. will maintain and preserve the COVID-19 log while OSHA's COVID-19 ETS remains in effect.

By the end of the next business day after a request, Wise Medical Staffing, Inc. will provide, for examination and copying:

- All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.
- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
- A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and

only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

Reporting

Wise Medical Staffing, Inc. will report to OSHA:

- Each work-related COVID-19 fatality within 8 working hours of Wise Medical Staffing, Inc. learning about the fatality;
- Each work-related COVID-19 in-patient hospitalization within 24 working hours of Wise Medical Staffing, Inc. learning about the in-patient hospitalization.

4. Monitoring Effectiveness

Wise Medical Staffing, Inc. and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

Wise Medical Staffing, Inc. will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

5. Coordination with Other Employers

Wise Medical Staffing, Inc. will communicate this COVID-19 plan with all other employers that share the same worksite, and will coordinate with each employer to ensure that all workers are protected.

Wise Medical Staffing, Inc. will adjust this COVID-19 plan to address any particular hazards presented by employees of other employers at the worksite.

Wise Medical Staffing, Inc. has identified below all other employers to coordinate with to ensure employees are protected.

Other Worksite Employers	
Employer Name / Employer Representative:	Contact Information:
N/A	

6. Entering Residences

Wise Medical Staffing, Inc. will identify potential hazards and implement measures to protect employees who, in the

course of their employment, enter into private residences and other physical locations controlled by a person not covered by the Occupational Safety & Health Act of 1970 (OSH Act). Wise Medical Staffing, Inc. requires that COVID-19 protocols be communicated to homeowners and sole proprietors prior to conducting work activities at private residences or other physical locations not covered by the OSH Act.

This covers employees working for home care and Home Health of Wise Medical Staffing, inc. Communication will take place between case managers and Wise Medical Staffing, Inc schedulers and supervisors to ensure the safety and well-being of staff as well as homeowners/consumers receiving care from agency staff for communication of illness or suspected COVID infection prior to staff arrival.

7. Signature and Plan Availability

Wise Medical Staffing, Inc. has prepared and issued this COVID-19 plan on July 6, 2021.

As approved and signed by Laura Ireland BSN RN CEO

Employer Name:	Wise Medical Staffing, Inc.
Address:	80 East 2 nd Street Chillicothe, Ohio 45601
Business Owner:	Milton Clegg

This COVID-19 plan is available:

<input type="checkbox"/> Via hard copy at Chillicothe Corporate location	<input type="checkbox"/> Posted to https://wisemedicalstaffing.com/coronavirus-information	<input type="checkbox"/> Available by request. Shirley Hamilton 740-894-0005 ext 309 or by email at shamilton@wisemedicalstaffing.com <input type="checkbox"/> (Note that this COVID-19 plan must be provided for examination and copying by employees and their representatives by the end of the next business day after a request.)
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This model plan is intended to provide information about OSHA’s COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this model plan is not itself a standard or regulation, and it creates no new legal obligations.