



CONSULTING & FORENSIC BEHAVIORAL HEALTH SPECIALISTS

a division of **PSYBAR®**

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MEMORANDUM

To: GFA, a division of PsyBar customers, employees and providers
From: Kiri Faul, Ph.D., Clinical Director of Public Safety Services,
Lori Seviola, C.E.O. (PsyBar), Katie Connell, Ph.D., Chief Clinical Officer
(PsyBar), John Rodning, C.O.O. (PsyBar)
Date: 3/17/20

During this uncertain time, we want to ensure clear and concise communication about GFA/PsyBar's operation.

We are monitoring the unfolding situation very closely, following CDC guidelines and procedures, and we are frequently in touch with the customers and agencies we serve.

As of today, the GFA clinic is open, and we are continuing to conduct exams. The safety of our staff, employees, providers, and clients/candidates are our utmost focus and we will continue to monitor the situation and be in touch with updates as they become available.

We are thinking of you and your family during this difficult time, please reach out with any questions or concerns and thank you for your continued efforts.

At present, due to the wide circulation of the COVID-19 (coronavirus), GFA/PsyBar has implemented these **additional** measures that reflect the recommended standards of the Center for Disease Control and Prevention (CDC) to protect the health and well-being of employees, providers and your insureds/employees.

Exam Confirmation Process

During the exam confirmation process the following information will be included to each client/candidate. Everyone scheduled for an evaluation, must self-disclose any exposure or suspected illness. Specifically, clients/candidates will be asked the following questions:

- Are you feeling sick with any of the following symptoms: fever, cough, shortness of breath, tiredness, aches and pains, nasal congestion, runny nose, or sore throat?
- Have you had close contact with someone who is sick and who has or might have COVID-19 infection or has cold/flu-like symptoms in the last 2 weeks?
- Have you come back from China, Iran, Italy or S. Korea within the last 2 weeks? (Get date of return)

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- If you answer **yes** to any of these questions, please immediately contact the individual that scheduled your examination. Your examination will need to be rescheduled to 14 or more days out.
- If you answer **no** to these questions, your exam will proceed as scheduled.

On the day of the examination, GFA/PsyBar staff will ask the same questions.

- If clients/candidates answer in the negative, we will confirm attendance in accordance with their already scheduled exam.
- If clients/candidates answer yes to any questions, we will cancel their already scheduled exams and instruct them to please call their referring source to indicate cancellation of their appointment, and then reschedule his/her appointment.

We are also limiting the number of public safety candidates scheduled in one day to ensure proper social distancing for testing.

As of now, wellness services (check-ins) are planned to continue, and may become tele-health visits for a period of time.

Additional Steps GFA/PsyBar is Implementing at our clinic:

We would like to confirm with you, our customers, that we are following the CDC recommended facility management plans and all sick visitors, clients, candidates, and employees will be barred. Our location will follow the below handling procedures as well:

- CDC posters will be posted prominently in all offices, including waiting areas.
- Staff will ask the same questions as outlined in the **EXAM CONFIRMATION PROCESS**.
- Incidents may be documented on an incident report.
- Employees with a fever and/or the flu cannot return to work until the return to work date given by their medical provider or until they have been fever free without the aid of any medication for at least 24 hours if they did not see a medical provider.
- Employees quarantined due to COVID-19 (corona virus) (either exposure or illness) cannot return to work without a return to work note from a medical provider
- Employees who have a member of their household with COVID-10 or who has been quarantined due to the virus **MUST** notify their supervisor immediately.
- In the clinic, all high touch areas are being cleaned with an approved disinfectant before and after any assessments.
- We continue to actively communicate with our staff and providers the role each of us can play to help prevent the spread of any germs, by following recommended CDC guidelines.

