



Care Options Rx

*STEPS BEING TAKEN BY CARE OPTIONS RX TO PREPARE & PROTECT STAFF FROM
CORONAVIRIS DISEASE (COVID-19)*

Be prepared:

- **Stay informed about the local COVID-19 situation.** Know where to turn for reliable, up-to-date information in your local community. Monitor the CDC COVID-19 website and your state and local health department.

Care Options Rx continuously monitor FDA, CDC, CMS, and PA Department of Health websites, and reposts information at www.careoptionsrx.com
See Coronavirus Posts.

- **Develop, or review, your facility's emergency plan.** A COVID-19 outbreak in your community could lead to staff absenteeism. Prepare alternative staffing plans to ensure as many of your facility's staff are available as possible.

Care Options Rx provides work from home capability to our pharmacists and data entry staff. Care Options Rx has offered flex schedules to all employees that have childcare / eldercare coverage concerns. Care Options Rx requires that employee feeling sick or with flu-like symptoms remain at home.

- **Establish relationships with key healthcare and public health partners in your community.** Make sure you know about healthcare and public health emergency planning and response activities in your community. Learn about plans to manage patients, accept transfers, and share supplies. Review any memoranda of understanding (MOUs) with affiliates, your healthcare coalition, and other partners to provide support or assistance during emergencies.

Care Options Rx is in regular contact with it's contracted healthcare

Care Options Rx

219 N. Baltimore Ave, Mt. Holly Springs, PA 17065

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partners, other community pharmacies, and delivery services.

- **Create an emergency contact list.** Develop and continuously update emergency contact lists for key partners and ensure the lists are accessible in key locations in your facility. For example, know how to reach your local or state health department in an emergency.

EMERGENCY		911
POISON CONTROL		800-521-6110 800-222-1222
POLICE	Mt. Holly Springs Police 200 Harman Street Mt. Holly Springs, PA 17065 PA State Police 1538 Commerce Ave. Carlisle, PA 17201	717-486-7615 717-249-2121
FIRE	Citizens Fire Co. 36 100 Chestnut Street Mt. Holly Springs, PA 17065	717-486-5151
AMBULANCE	Yellow Breeches EMS 233 Mill Street Mt. Holly Springs, PA 17065	717-486-3833

HEALTH DEPARTMENT

PA DEPT. OF HEALTH
Health & Welfare Building
8th Floor
625 Forster St.
Harrisburg, PA 17120

(877) 724-3258

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Communicate with staff and patients:

- **Communicate about COVID-19 with your staff.** Share information about what is currently known about COVID-19, the potential for surge, and your facility's preparedness plans.

Care Options Rx regularly hold "stand up" meetings with all staff, and the communications from those meetings is memorialized and distributed through company Slack. Slack communication maximizes dissemination of information to all shifts and pharmacy locations.

- **Communicate about COVID-19 with your patients.** Provide updates about changes to your policies regarding appointments, providing non-urgent patient care by telephone, and visitors. Consider using your facility's website or social media pages to share updates.

Care Options Rx management and customer service team are in constant contact with our valued senior care customers. Care Options Rx is maintaining a Coronavirus webpage on the company's website. Our client service representatives are available at all times by phone and e-mail, but in person visits to senior care communities have been suspended during the coronavirus pandemic.

Protect your workforce:

- **Screen patients and visitors for symptoms of acute respiratory illness (e.g., fever, cough, difficulty breathing) before entering your healthcare facility.** Keep up to date on the recommendations for preventing spread of COVID-19 on [CDC's website](#).
 - a) All Care Options Rx employees and visitors are screened for recent travel abroad.
 - b) Care Options Rx Employees are questioned on a daily basis when reporting to work if they are experiencing any symptoms associated with coronavirus.

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- c) All employees and visitors to the pharmacy are checked by a temporal scanning thermometer, and the results are logged. Should a reading exceed 100.4 degrees the employee / vendor is sent home.
 - d) Select departments are encouraged to work from home.
 - e) Employees are encouraged to regularly wash their hand and use hand sanitizer.
 - f) Employees are encouraged to practice social distancing.
 - g) Work surfaces are disinfected on a routine daily basis.
 - h) All employees have been instructed to stay home from work should they be feeling ill, or are presenting with symptoms associated with coronavirus.
 - i) Delivery totes are cleaned with bleach solution on a regular basis.
 - j) Daily deliveries will be delivered in disposable bags, eliminating totes as a potential viral vector.
 - k) Delivery vans are being wiped down with disinfectant wipes prior to each delivery.
 - l) Customer Service visits are being limited to telephone and e-mail.
- **Ensure proper use of personal protection equipment (PPE).** Healthcare personnel who come in close contact with confirmed or possible patients with COVID-19 should wear the appropriate personal protective equipment.

Care Options Rx has an adequate supply of gloves, masks, gowns should a staff member be asked to interact with a knowingly infected patient population.

- **Conduct an inventory of available PPE.** Consider conducting an inventory of available PPE supplies. Explore strategies to optimize PPE supplies.

Complete



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- **Encourage sick employees to stay home.** Personnel who develop respiratory symptoms (e.g., cough, shortness of breath) should be instructed not to report to work. Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

Complete