



**SCIMEDICO**  
YOUR RESULTS TEAM

***Scimedico Operational Safety Protocol  
COVID-19 Staff and Field Service Operations***



# Assumption of Use Procedures and Best Practices

If you are in receipt of this document, it is assumed that you will apply all procedures and best practices as defined herein. If you have any question or decline to utilize the enclosed procedures and best practices, contact your supervisor immediately.

PLEASE CONTACT SCIMEDICO WITH ANY QUESTIONS AT [QA@SCIMEDICO.COM](mailto:QA@SCIMEDICO.COM).

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# Scimedico COVID-19 Operations Contingency Plan Overview

The Scimedico COVID-19 Response plan addresses our operating procedures as a healthcare service provider.

The COVID-19 Pandemic requires a planned response for all:

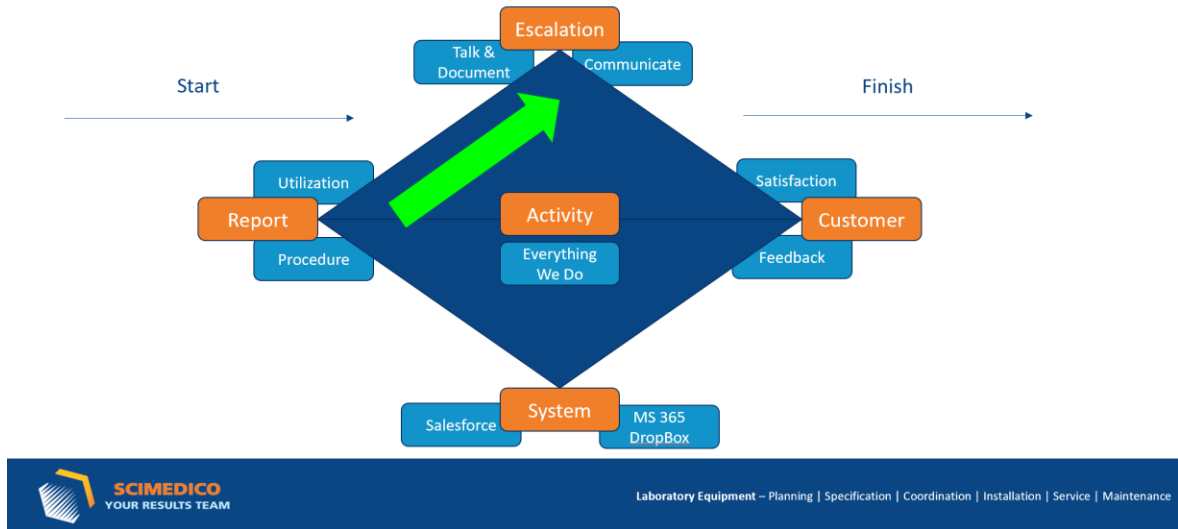
- ❑ Staff activities
- ❑ Ongoing operations

The enclosed plan provides procedures for:

- ❑ Best practices for personal protection
- ❑ Operating procedures based on best practices

Overall, Scimedico is taking significant precaution and implementing the following operational approach to protect our staff, partners, and customers. The Scimedico Service Diamond applies to the enclosed protocols. If you have any question or at any time while at a customer site, immediately escalate to your supervisor:

## The *Service Diamond* Company Wide



It is essential that the enclosed procedures be put in place immediately in order to assure personal safety, business continuity, and to support our capacity to continue to provide the critical services Scimedico provides.

The Scimedico Service Diamond™ specifically relies on an escalation model when addressing any aspect of day to day operations. As a reporting entity, we begin with the assumption that we are *reporting before we deliver any service*.

The Scimedico Service Diamond escalation process specifically applies to safety and is to be put in use in addressing every aspect of COVID-19.

# 1. Personal Protection Overview

The following summarizes our approach for both all staff and operations activities at customer locations.

## Staff Activities

- ❑ On site meetings take place with proper upfront planning and following the protocols define herein
- ❑ Customer advised of pre visit precaution being taken by Scimedico
- ❑ Staff follow through – demonstrating the procedure through use while on site
- ❑ Address any questions regarding procedures as defined herein

## Operations/Service Execution

- ❑ Onsite service takes place with proper upfront planning and following the protocols define herein
- ❑ Customer advised of pre visit precaution being taken by Scimedico
- ❑ Staff follow through – demonstrating the procedure through use while on site
- ❑ Address any questions regarding procedures as defined herein
- ❑ We have two protocols: Standard and HAZMAT
- ❑ Standard is our day to day and includes travel
- ❑ HAZMAT is for emergency situations – our Standard Protocol can convert to the HAZMAT protocol by following the Standard *dress down* protocol and following the HAZMAT dress up protocol

## Links

- ❑ [John Hopkins Tracking](#)
- ❑ [CDC Facts](#)



- ❑ [CDC Healthcare](#)
- ❑ [CDC Home](#)

The steps herein require utilization of the correct personal protection equipment (PPE) and a complete understanding of the protocols herein.

If there is any question regarding any aspect of the process requirements herein, escalate to your manager immediately or email [covid19@scimedico.com](mailto:covid19@scimedico.com).

It is essential that the enclosed procedures be put in place immediately in order to assure personal safety, business continuity, and to support our capacity to continue to provide the critical services Scimedico delivers to its customers.

## 2. Personal Protection Equipment (PPE)

Personal Protection Equipment (PPE) is required in order to properly apply the Scimedico protocols in the field.

### 2.1 Universal Precautions

Scimedico follows the universal precautions established through NIOSH as standard operating procedure. Retraining on the NIOSH standards is available at any time. Please review at this [link](#) or contact [covid19@scimedico.com](mailto:covid19@scimedico.com).

### 2.2 Staff PPE (non-service)

Scimedico Staff will carry basic PPE to any site visit at any customer site:

- ☐ Extra pair of shoes
- ☐ Zip log bag
- ☐ Garbage bag (remains in vehicle)
- ☐ Spray disinfectant (remains in vehicle)
- ☐ Safety goggles
- ☐ Paper towels
- ☐ Ventilation mask (worn over arm sleeve in standard situations)
- ☐ Lab gloves (obtain on site at the lab)

### 2.3 Staff PPE (field service)

Scimedico Field Service Staff will carry the following PPE to any site visit at any customer site:



- Ventilation masks
  - Standard
  - HAZMAT
- Work suits
  - Standard
  - HAZMAT
- Equipment list
  - Ventilation mask
    - Standard
    - HAZMAT
  - Eye wear
    - Standard
    - HAZMAT
  - Clothing
    - Standard (company uniform) & Outerwear coverall
    - HAZMAT
  - Shoes
    - Standard (2 pair)
    - HAZMAT

We will be advising our customers of our precautions preservice and our service team will report and document the precautions we are taking to protect our team and our customers.

## 3. Personal Protection Equipment Use

### 3.1 Universal Precautions

Apply universal precautions and best practices at all times.

### 3.2 Staff

As Scimedico Staff remain aware of your individual person, prepare for any site visit first by assuring you have your PPE.

Before departing:

- ❑ Assure you have your PPE in your vehicle

Upon arrival:

- ❑ Assure you have your PPE in your vehicle
- ❑ Place clean garbage bag on driver's seat
- ❑ Place laptop on floor of care – do not bring notepad or laptop into facility
- ❑ Place phone in zip lock bag
- ❑ Put on safety goggles
- ❑ Place your extra shoes on the floor of the driver's side of your vehicle
- ❑ Slide ventilation mask over your arm
- ❑ Put safety goggles (if you do not wear prescription glasses)
- ❑ Call customer before entering facility and suggest entering through the loading dock or an alternate entrance



While on site:

- ☐ Do not shake hands
- ☐ Avoid sitting down
- ☐ Request laboratory gloves
- ☐ Prior to leaving any room wash hands
- ☐ Use your phone – take more pictures, take more video
- ☐ Use your phone to dictate notes or do any Scimedico updates in the Scimedico system on your phone
- ☐ Remove your gloves and dispose of them prior to leaving each room
- ☐ Wash your hands
- ☐ If possible, decontaminate your phone
- ☐ Do not shake hands upon departure

When you leave – and BEFORE YOU enter your car:

- ☐ Open your driver's side door
- ☐ Sit down on the garbage bag
- ☐ Remove your extra shoes
- ☐ Place extra shoes on pavement
- ☐ Remove "facility shoes" and put on extra shoes
- ☐ Place extra shoes on pavement
- ☐ Stand up and place facility shoes in garbage bag
- ☐ Remove goggles and spray with decontaminate and wipe down, place in car
- ☐ Wipe down phone
- ☐ Place garbage bag with shoes in trunk

When you arrive at home:

- ❑ Leave garbage bag in car or place in garage – DO NOT BRING FAMILY SHOES INTO YOUR HOME
- ❑ Upon entry to your home, remove clothing and wash your clothes with color safe bleach – DO NOT INCLUDE ANY OTHER LAUNDRY WITH YOUR CLOTHES

### 3.3 Field Service Staff Protocol

As Field Staff, you are to carry your HAZMAT mask, goggles, and ear plugs with you at all times. As Field staff the protocol is:

- ❑ Assure you have your PPE in your vehicle
- ❑ Place clean garbage bag on driver's seat
- ❑ Place laptop on floor of car – do not bring notepad or laptop into facility
- ❑ Place phone in zip lock bag
- ❑ Put on safety goggles
- ❑ Put on Scimedico Coverall (over company uniform)
- ❑ Change into Facility Shoes
- ❑ Put Standard Mask on your arm
- ❑ Put on laboratory gloves
- ❑ Assure you have decontaminate spray on your kit (tools, service kit – anything being brought into the facility)
- ❑ Place your extra shoes on the floor of the driver's side of your vehicle
- ❑ Call customer before entering facility and suggest entering through the loading dock or an alternate entrance – or enter if you know where you are going.

While on site:

- ❑ Do not shake hands
- ❑ Do not touch your face
- ❑ Request laboratory gloves

- ❑ Inspect workspace – decontaminate if required
- ❑ Prior to leaving any room
- ❑ Decontaminate hands
- ❑ Use your phone – take more pictures, take more video
- ❑ Use your phone to dictate notes or do any Scimedico Sales updates in the Scimedico system on your phone
- ❑ Remove your gloves and dispose of them often
- ❑ If your gloves tear, remove, wash hands, put on new gloves
- ❑ Wash your hands every time you remove your gloves
- ❑ Prior to leaving the facility
- ❑ Decontaminate your phone
- ❑ Decontaminate your kit/tools (before leaving)
- ❑ Do not shake hands upon departure

When you leave – and BEFORE YOU enter your car:

- ❑ Spray your kit/tools with decontaminate and wipe down
- ❑ Spray “facility shoes” and wipe down
- ❑ Open your driver’s side door
- ❑ Sit down on the garbage bag
- ❑ Remove your extra shoes
- ❑ Place extra shoes on pavement
- ❑ Remove “facility shoes” and put on extra shoes
- ❑ Place extra shoes on pavement
- ❑ Stand up and place facility shoes in garbage bag
- ❑ Remove goggles and spray with decontaminate and wipe down, place in car
- ❑ Wipe down phone
- ❑ Place garbage bag with shoes in trunk

When you arrive at home:



- ❑ Decontaminate your kit/tools – DO NOT BRING TOOLS INTO YOUR HOME
- ❑ Leave garbage bag in car or place in garage – DO NOT BRING FACILITY SHOES INTO YOUR HOME
- ❑ Upon entry to your home, remove clothing and wash your clothes with color safe bleach – DO NOT INCLUDE ANY OTHER LAUNDRY

## 4. Reporting Procedures

### 4.1 Reporting Roles

Scimedico Staff does not report. Field Staff does report. A REQUIRED field has been added to all Work Orders and related reports regarding COVID-19 procedures.

### 4.2 Reporting Procedure

For PM and Repair Scimedico is adding sign off to all reports. Field Staff will be required to obtain sign off. This can be done on your phone. It means that you must report as you go and that you must complete your report before departing the facility. If you need to return to the facility, do not sit in your car before personal decontamination.



## 5. Training Plan

### 5.1 Training

Training is complete.

For reminders, best practices, and updated procedures log into the Scimedico Staff Porta at <http://www.scimedicoservice.com> for any remainders or best practices. If there is any question, immediately escalate and send a training request to [covid19@scimedico.com](mailto:covid19@scimedico.com).

To download relevant procedures, visit:

<http://www.scimedico.com/covid-19>

Or contact your supervisor.



## 6. Conclusion

The Scimedico Mission Statement is:

***Scimedico seeks to make a difference  
in every laboratory it services by prioritizing a  
safe, functional, and hygienic work environment to  
support the quality of care provided  
to real patients***

Overall, Scimedico is taking significant precaution in implementing the operational approach documented herein to protect our staff, partners, and customers.

Scimedico services have a direct correlation to the delivery of critical care. It is essential that the enclosed procedures be adhered to in order to assure personal safety, business continuity, and to support our capacity to continue to provide the critical services Scimedico delivers to customers.

If you have any questions regarding this plan, email [covid19@scimedico.com](mailto:covid19@scimedico.com) or speak to your manager.

If you feel that you are not safe while at a customer location, notify your manager and leave.

Please carry Appendix A, the Staff Protocol Sheet. If you are Field Staff, please carry Appendix B



## Appendix A: Staff Protocol Sheet

### SCIMEDICO STAFF PERSONAL PROTECTION PROTOCOL

#### Before departing:

- ☐ Assure you have your PPE in your vehicle

#### Upon arrival:

- ☐ Assure you have your PPE in your vehicle
- ☐ Place clean garbage bag on driver's seat
- ☐ Place laptop on floor of care – do not bring notepad or laptop into facility
- ☐ Place phone in zip lock bag
- ☐ Put on safety goggles
- ☐ Place your extra shoes on the floor of the driver's side of your vehicle
- ☐ Slide ventilation mask over your arm
- ☐ Put safety goggles (if you do not wear prescription glasses)
- ☐ Call customer before entering facility and suggest entering through the loading dock or an alternate entrance

#### While on site:

- ☐ Do not shake hands
- ☐ Avoid sitting down
- ☐ Request laboratory gloves
- ☐ Prior to leaving any room wash hands
- ☐ Use your phone – take more pictures, take more video
- ☐ Use your phone to dictate notes or do any Scimedico updates in the Scimedico system on your phone
- ☐ Remove your gloves and dispose of them prior to leaving each room
- ☐ Wash your hands
- ☐ If possible decontaminate your phone
- ☐ Do not shake hands upon departure

#### When you leave – and BEFORE YOU enter your car:

- ☐ Open your driver's side door
- ☐ Sit down on the garbage bag
- ☐ Remove your extra shoes
- ☐ Place extra shoes on pavement
- ☐ Remove "facility shoes" and put on extra shoes
- ☐ Place extra shoes on pavement
- ☐ Stand up and place facility shoes in garbage bag
- ☐ Remove goggles and spray with decontaminate and wipe down, place in car
- ☐ Wipe down phone
- ☐ Place garbage bag with shoes in trunk

#### When you arrive at home:

- ☐ Leave garbage bag in car or place in garage – DO NOT BRING FAMILY SHOES INTO YOUR HOME
- ☐ Upon entry to your home, remove clothing and wash your clothes with color safe bleach – DO NOT INCLUDE ANY OTHER LAUNDRY WITH YOUR CLOTHES



## Appendix B Field Staff Protocol Sheet



### SCIMEDICO FIELD STAFF PERSONAL PROTECTION PROTOCOL

As Field Staff, you are to carry your HAZMAT mask, goggles, and ear plugs with you at all times. As Field staff the protocol is:

- ☐ Assure you have your PPE in your vehicle
- ☐ Place clean garbage bag on driver's seat
- ☐ Place laptop on floor of car – do not bring notepad or laptop into facility
- ☐ Place phone in zip lock bag
- ☐ Put on safety goggles
- ☐ Put on Scimedico Coverall (over company uniform)
- ☐ Change into Facility Shoes
- ☐ Put Standard Mask on your arm
- ☐ Put on laboratory gloves
- ☐ Assure you have decontaminate spray decontaminate on your kit (tools, service kit – anything being brought into the facility)
- ☐ Place your extra shoes on the floor of the driver's side of your vehicle
- ☐ Call customer before entering facility and suggest entering through the loading dock or an alternate entrance – or enter if you know where you are going.

While on site:

- ☐ Do not shake hands
- ☐ Do not touch your face
- ☐ Request laboratory gloves
- ☐ Inspect work space – decontaminate if required
- ☐ Prior to leaving any room
- ☐ Decontaminate hands
- ☐ Use your phone – take more pictures, take more video
- ☐ Use your phone to dictate notes or do any Scimedico Sales updates in the Scimedico system on your phone
- ☐ Remove your gloves and dispose of them often
- ☐ If your gloves tear, remove, wash hands, put on new gloves
- ☐ Wash your hands every time you remove your gloves
- ☐ Prior to leaving the facility
- ☐ Decontaminate your phone
- ☐ Decontaminate your kit/tools (before leaving)
- ☐ Do not shake hands upon departure

When you leave – and BEFORE YOU enter your car:

- ☐ Spray your kit/tools with decontaminate and wipe down
- ☐ Spray "facility shoes" and wipe down
- ☐ Open your driver's side door
- ☐ Sit down on the garbage bag
- ☐ Remove your extra shoes
- ☐ Place extra shoes on pavement
- ☐ Remove "facility shoes" and put on extra shoes
- ☐ Place extra shoes on pavement
- ☐ Stand up and place facility shoes in garbage bag
- ☐ Remove goggles and spray with decontaminate and wipe down, place in car
- ☐ Wipe down phone
- ☐ Place garbage bag with shoes in trunk

When you arrive at home:

- ☐ Decontaminate your kit/tools – DO NOT BRING TOOLS INTO YOUR HOME
- ☐ Leave garbage bag in car or place in garage – DO NOT BRING FACILITY SHOES INTO YOUR HOME
- ☐ Upon entry to your home, remove clothing and wash your clothes with color safe bleach – DO NOT INCLUDE ANY OTHER LAUNDRY