



Scimedico Operational Safety Protocol COVID-19

Staff Operations

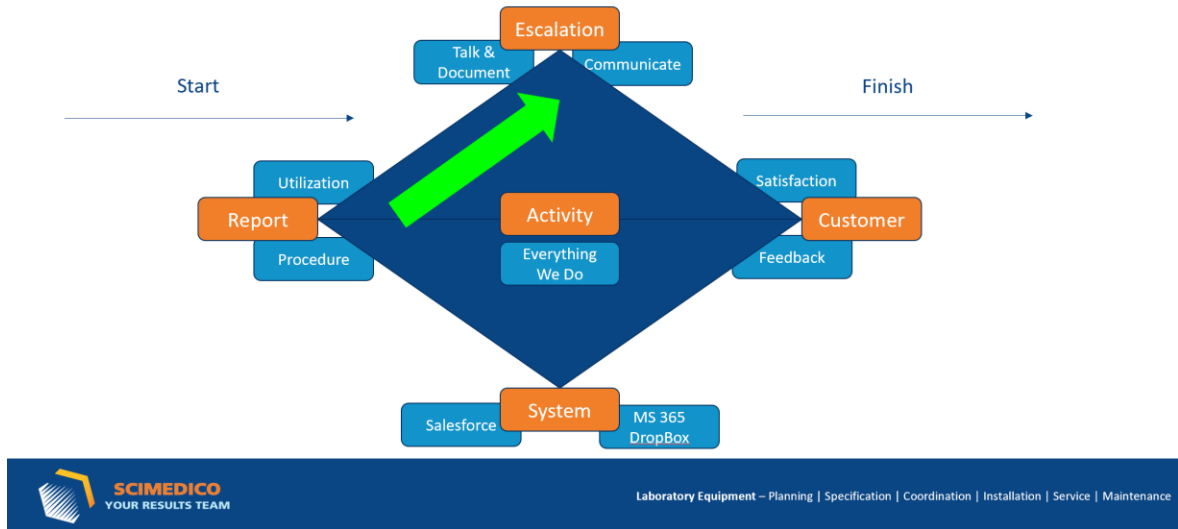


Assumption of Use Procedures and Best Practices

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.

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.



Assumption of Use

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 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