# COVID-19 – Facility Policy Response to EXECUTIVE ORDER NO. 109

**Purpose:** To establish written guidelines to ensure adherence to the provisions of Executive Order No. 109 as it relates to the ongoing operations of the Name of facility

# Policy:

1. As of 9:00 a.m. on Monday, March 23, 2020 all “elective” non-essential surgeries have been postponed indefinitely. Procedures that are deemed essential/urgent cases (NOT ELECTIVE) that if not performed could result in irreparable damage or significant morbidity to a patient, such as procedures necessary for cancer diagnosis, fractures, hernias, preventing blindness and hearing loss, etc., all of which are considered to be time sensitive treatments, will be performed on a case by case basis at the ASC. All other procedures will be deferred.
2. No case will be scheduled at the ASC where transfer to a local acute care facility is deemed to be a significant possibility. This will be confirmed by the medical director of the facility.
3. To the extent necessary and in accordance with intent of the executive order, the

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**may provide its surgical services at**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The need to consolidate services will be determined on a case by case basis.

1. CDC protocol for patient screening will continue to take place when confirming appointments and upon patient arrival to the office.
2. Announcements of the facility closing will be posted on the facility social media accounts as well as mass e-mailing, and ensuring all scheduled patients have been notified of facility closure.
3. To the extent possible, we will encourage physicians to arrange patient follow-up be performed through Telemedicine.
4. Staffing will be reduced to the minimal number necessary to safely treat patients who require care. This will vary each day according to case load.
5. ASC hours will be adjusted daily, as needed, to accommodate patients ensuring that those patients are brought directly into the pre-operative area and not waiting in the reception area. To the extent possible, no more than patients will be in the center at any given time.
6. When the ASC is closed, phone calls will be routed to the to the Office Manager. The Office Manager will then triage the call to the appropriate provider.
7. Inventory of PPE including anesthesia machines, masks and gowns will be taken and provided to the OEM as directed.
8. Facility will monitor governmental and regulatory agency directives daily and amend policies as needed.

**References:**

State of New Jersey Governor’s Executive Order 109 issued March 23, 2020

CMS Adult Elective Surgery and Procedures Recommendation Version 3.15.20