



CHUGACH  
CHIROPRACTIC  
& MASSAGE  
CENTER

Chugach Chiropractic & Massage Center  
LLC.

**COVID-19 PREPAREDNESS**

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# COVID GUIDANCE: PLANS, POLICIES AND PROCEDURES 11/13/20

- **PATIENT SCREENING PROCEDURES**

Patients are screened for COVID-19 symptoms upon appointment scheduling and are informed to cancel their appointment if they begin to experience any typical COVID-19 symptoms between the time they schedule and the time of their appointment. Patients experiencing any symptoms related to COVID-19 are not permitted to enter the premises, and should they begin to display such symptoms during their visit, they are encouraged to report to the front desk immediately to reschedule their visit after receiving a negative COVID-19 test.

- **COVID-19 POSITIVE POLICY**

Patients testing positive for COVID-19 within three days of being treated at Chugach Chiropractic Clinic should be asked to call the clinic and report their positive test so that the clinic can do appropriate contact tracing, employee testing, as well as shut-down business to perform deep-cleaning before opening again. Employees who test positive should follow the same guidelines to mitigate risk of spread. If employees feel sick or display signs of COVID-19, they are required to call-in sick and get tested.

- **COVID-19 TESTING POLICY**

Patients and employees who begin to display symptoms, are suspected of coming into contact with someone who tested positive for COVID-19 or have travelled out of state within 14 days are asked to get tested before reporting to work.

- **INFECTION PREVENTION**

Sanitization of the Clinic is a high-priority and includes: disinfecting high-touch surfaces regularly, wiping down chiropractic treatment and massage rooms and equipment after every patient, allowing adequate time for cleaning and disinfecting between patients, and following contact tracing and deep-cleaning protocols should an employee or patient test positive of COVID-19 within three days of being present at the clinic.

SOCIAL DISTANCING OF SIX FEET IS REQUIRED for employees and patients not giving or receiving chiropractic treatment or massage.

Masking is required of employees and patients, and if masking is not possible due to health reasons, a face-shield must be worn in its stead in accordance with current Municipal mandates and guidance.

Hand Hygiene must be followed by employees and patients, alike. Hands must be washed for a minimum of 20 seconds with soap and water and dried with a paper towel to ensure proper disinfection to prevent transmission of germs. If handwashing is not immediately possible, then provided hand sanitizer must be used instead.

- **Business Continuity Plan**
  - Hours of Operation during COVID-19 are as follows:  
Monday, Wednesday, and Friday 9AM – 2PM  
Tuesday and Thursday 12PM – 6PM
  - Projected timeframe of current business hours: 11/13/20 -12/15/20
  
- **Essential Business/Employee Functions, Scope of Care**
  - Chiropractor will continue to see patients so long as current mandates dictate Chiropractic care is an essential service, and if remaining open is prudent for the clinic.
  - Chiropractic Assistant will be essential while Doctor is in or has tasks for assistant to complete while Doctor is away.
  - Office Manager will remain as long as clinic is open.
  - Front Desk: If schedule shifts from full-time to part-time, Office Manager will cover Front Desk duties.
  - Massage Therapists will continue to see patients scheduled during business hours as long as the State Board of Massage Therapists permits. Massage Therapists on staff have been limited to two, to reduce the number of patients in the building at one time.
  - Janitorial Services will deep clean the clinic once a week after normal business hours.
  
- **Emergency Communication Plan**
  - Internal Office Numbers will be provided to all employees for ease of access.
  - Employee Emergency Contact Information: Employees are encouraged to submit their preferred method of communication, contact information and emergency contacts.
  - Designated Points of Contact: Office Manager will be the primary point of contact in event of emergencies, clinic shutdown, and when other needs arise. If unable to reach Office Manager, Chiropractic Assistant would be the next point of contact, followed by Doctor. In case of serious emergency, always dial 911 first, before informing employee designated points of contact.

❖ **COVID-19 LEAVE POLICY**

In the event of slowed business or municipal shutdown due to COVID-19 pandemic, it is possible that employees may be laid-off for an indeterminate amount of time, and will receive an official letter if this occurs. During this time, employees are encouraged to apply for unemployment benefits with the State of Alaska, the reason being lack of work directly due to the COVID-19 pandemic. Alternatively, an employee may request a leave of absence if they feel uncomfortable working during this time due to COVID-19 pandemic.

## RESOURCES:

### **Unemployment Information**

#### **Anchorage UI Claim Center**

P.O. Box 241767

Anchorage, AK 99524-1767

(907) 269-4700

(907) 375-9520 FAX

[auicc@alaska.gov](mailto:auicc@alaska.gov)

<https://labor.alaska.gov/unemployment/>

You will not be required to register or search for work. Legislation has been passed to waive this requirement specifically due to COVID-19. If you are instructed to register for work or actively search for work when you file, or if you receive similar instructions in the mail, it is because our system is working as designed under normal circumstances and will continue to do so until the system is updated.

### **Covid Testing**

#### **COVID-19 Drive-Thru Testing at Walgreens**

Pharmacy · 7600 Debarr Road · (800) 925-4733

#### **COVID-19 Drive-Thru Testing at Walgreens**

Medical laboratory · 4353 Lake Otis Pkwy · (800) 925-4733

#### **Providence Family Medicine Center - Anchorage**

Medical clinic · 1201 E 36th Ave · (907) 562-9229

#### **Capstone Family Medicine**

Medical clinic · Wasilla, AK · (907) 357-9590

#### **COVID-19 Drive-Thru Testing at Walgreens**

Pharmacy · 1470 W Northern Lights Blvd · (800) 925-4733

#### **Visit-healthcare Drive-Thru**

11801 Business Park Blvd. Eagle River, AK 99577

### **Municipality of Anchorage**

<https://www.muni.org/pages/default.aspx>

### **Office Manager**

Crystal Gause

Cell- (907) 982-4200

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If you have any work related questions or concerns feel free to call, text, or email.



# Municipality of Anchorage

Austin Quinn-Davidson, Acting Mayor

## **MUNICIPALITY OF ANCHORAGE PROCLAMATION OF ADDITIONAL EMERGENCY ORDER EO-13-V3 REQUIREMENT FOR MASKS OR CLOTH FACE COVERINGS UPDATED AND REISSUED 11/06/20**

ISSUED BY THE ACTING MAYOR OF THE MUNICIPALITY OF ANCHORAGE PURSUANT TO ANCHORAGE MUNICIPAL CODE SECTION 3.80.060H.

The COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health system, endangering the lives and wellbeing of the people of Anchorage. A phased reopening has allowed businesses to get back to work, with precautions in place. But now COVID-19 is spreading widely in Anchorage and throughout Alaska, and our open status is in jeopardy unless everyone in Anchorage acts decisively to stop the spread.

At the beginning of this pandemic, not much was known about the spread of COVID-19 or the efficacy of cloth masks in preventing its spread. Due to the need to limit medical-grade N-95 masks for medical providers and uncertainty about the usefulness of alternatives, early recommendations did not advise face coverings for the general public. But the scientific and medical communities now know better. Recent scientific studies indicate that mask wearing by the public can help reduce the spread of the virus. This is because a significant portion of individuals with COVID-19 are capable of transmitting the disease to others before (or without) showing any symptoms, through everyday activities such as talking in close quarters. Based on this information, the CDC now recommends always wearing masks or face coverings in public settings in addition to maintaining six feet of physical distancing. In line with this recommendation, the Municipality puts forth this updated order to preserve the health and safety of our community.

I HEREBY ORDER THE FOLLOWING EMERGENCY REGULATIONS TO BE UPDATED AND EFFECTIVE AS OF 8:00 A.M. ON NOVEMBER 9, 2020. THE FOLLOWING EMERGENCY REGULATIONS HAVE THE POWER OF LAW, SHALL REMAIN IN EFFECT UNTIL MODIFIED OR REVOKED, AND SHALL SUPERSEDE ALL CONFLICTING LAWS DURING THE EXISTENCE OF THIS EMERGENCY.

1. All individuals must wear masks or face coverings over their noses and mouths when they are (a) indoors in public settings or communal spaces outside the home; or (b) outdoors when at a gathering or, when not at a gathering, when six feet of physical distancing from non-household members (or small chosen closed group) cannot be maintained.



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2. A face shield is generally not permitted in lieu of a mask or face covering, as face shields are less effective in stopping the spread of COVID-19. However, face shields may be permitted in lieu of a mask or face covering for the following individuals, who must wear a face shield whenever a mask or face covering would be required unless it is impossible to do so:
  - a. Any individual who cannot tolerate a mask due to a physical or mental disability;
  - b. Individuals who are communicating with someone who is deaf or hard of hearing;
  - c. Individuals performing an activity that cannot be conducted or safely conducted while wearing a mask (for example, a driver experiencing foggy glasses, a dental patient receiving care, an equipment operator where there is a risk of dangerous entanglement).
3. Employers must make sure employees who are present in the workplace have access to and wear masks or face coverings when with others.
4. This Order does not apply to the following categories of people or activities:
  - a. Any child under the age of 2 years. Additionally, masks are recommended, but not required, for children ages 2-5. Daycare settings that serve preschool children are encouraged but not required to enforce mask usage for children age 2 and older.
  - b. Individuals who are incarcerated, in police custody, or inside a courtroom; these individuals should follow guidance particular to their location or institution;
  - c. Presenters, musicians, others communicating to an audience or being recorded, if they are 25 feet from the audience and all members of the audience are wearing masks or face coverings.
  - d. Individuals removing their masks or face coverings to eat, drink, or briefly scratch an itch.
  - e. Employees within their own fully enclosed office or workspace or within an unenclosed workspace if they are totally alone.
  - f. Individuals doing high intensity exercise outdoors.
5. Businesses and building owners shall deny admittance to any individual who fails to comply with this order and shall require or compel removal of such individuals from the premises. Provided, however, that this regulation shall be applied in a manner consistent with the federal Americans with Disabilities Act (ADA) and any other applicable provision of law. Businesses may choose to allow individuals who request an accommodation under the ADA to wear a face shield, or may consider accommodating these individuals through alternate means of providing goods or services, such as curbside, delivery, or telephonic service.
6. The Municipality reserves the right to use all available enforcement options to assure compliance with this Order. Violation of this Order does not create grounds for residents to harass individuals who do not comply with it.



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7. Definitions.

- a. "Mask" means a medical grade mask.
- b. "Face covering" means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face.
  - The following are not face coverings because they allow droplets to be released: a covering that incorporates a valve that is designed to facilitate easy exhalation, mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or material, or vents.
- c. "Face shield" means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

DATED this 6th of November, 2020.

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Austin Quinn-Davidson, Acting Mayor  
Municipality of Anchorage, Alaska