

# COVID-19 PROTOCOL PHASE I



MONITORING



# Policy and Procedure

## Title: Active Screening Process for COVID-19 Visitors and Employees

### Policy

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To ensure compliance with CDC guidelines on how to combat the spread of COVID-19

### Procedure

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#### Determine Level of Community Spread:

1. DON or Infection Preventionist Nurse will contact local Department of Health weekly to determine level of local community involvement of COVID-19.
2. Administrator or DON will notify the Regional Leadership of status of community involvement of COVID-19 as well as changes in status.
3. Administrator or DON will notify Regional Leadership of Infection Prevention and Control overseeing outbreaks when local community involvement of COVID-19 elevates.
4. Initiate Chapter 4 of the Emergency Preparedness Manual (Epidemic, Pandemic Preparation and Response) when local community involvement elevates or as directed by Regional / Corporate Leadership or a member of the National Infection Prevention and Control Team.

#### Precautions and Screening Process

1. Limit visitor entry to front entrance ONLY to ensure all persons entering the building will be screened as directed. Visitors will be assisted to self-attest immediately upon entry for travel history to affected areas, contact with persons confirmed to have COVID-19 and symptoms of new onset fever, sore throat, sneezing, cough, and shortness of breath.
  - a. Each person needs only to self-attest once per day. If a visitor or employee leaves the center and returns on the same day, a repeat screening is not necessary.
2. Facilities should utilize existing staff (e.g. Receptionist/persons who would normally cover for receptionist) to monitor completion of visitor attestation.
  - a. Each facility should have visiting hours posted
  - b. Doors should be secured at the conclusion of visiting hours
  - c. Any visitor wanting to enter the building after posted visiting hours will need to make arrangement with the Administrator and or clinical team.
3. Visitors who report recent exposure or have new onset of symptoms will not be permitted to enter the facility until symptoms resolve.
  - a. Any person with a temperature of 100.4°F/ 37.8°C or above, or with a cough, or shortness of breath, unless associated with a known diagnosis unrelated to COVID- 19 (i.e. COPD, asthma, etc.) will be excluded from visiting.
  - b. Any person who reports travel to affected areas or reports prolonged close contact with confirmed COVID-19 persons will be excluded from visiting.



- c. In the event of a visitor refusing to leave the building the Administrator or member of Regional Leadership must be contacted immediately.
  - d. Attestation compliance and communication regarding the virus will be discussed during daily stand-up meetings to determine if a further action is required
    - i. Visitor Attestation Logs will be collected and kept in the facilities Infection Control binder
  - e. Employee call outs due to illness are to be reviewed during the Morning Meeting Process.
4. Facilities will post signs (Do Not Visit if Sick) at all designated entrances to the facility instructing visitors not to visit if they have symptoms of respiratory infection.
  5. Facilities will post the Respiratory Hygiene/Cough Etiquette sign at all entrances and throughout the facility.
  6. Any employee with respiratory symptoms/ infection will adhere to the Guideline for Work Restrictions for Personnel with Infectious Diseases located on page 18 of the Infection Control Manual.

**Per the CDC, standard precautions, such as those listed below, are the most effective way to prevent the spread of respiratory illness.**

- **Proper hand hygiene before and after contact with patients, after contact with contaminated surfaces or equipment, and after removing personal protective equipment (PPE).**
- **Daily use of disinfectants to clean surfaces**
- **Following respiratory hygiene and cough etiquette**







## **\*\*\*ATTENTION\*\*\***

Due to Influenza and Coronavirus, we are asking that you limit your visitation if any of the following apply:

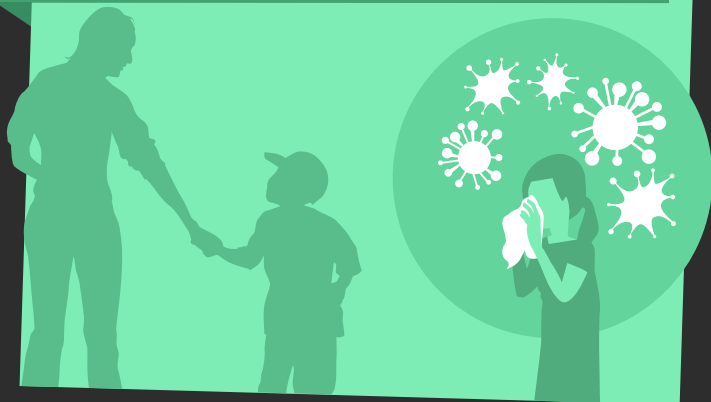
- ❖ Fever
- ❖ Sore Throat
- ❖ Cough
- ❖ Shortness of Breath
- ❖ Exposed to anyone with an illness
- ❖ Traveled outside of the United States within the last 15 days

**If none of the above apply, please complete the CDC mandated visitors log located in the lobby.**

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

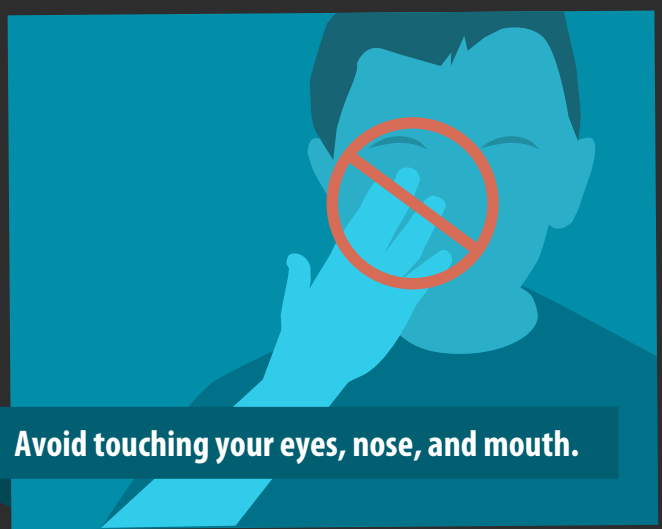
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT**  
**1**

**Diseases can make anyone sick regardless of their race or ethnicity.**

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

**FACT**  
**2**

**The risk of getting COVID-19 in the U.S. is currently low.**

Some people who live in or have recently traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community.

**FACT**  
**3**

**Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

**FACT**  
**4**

**You can help stop COVID-19 by knowing the signs and symptoms:**

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

**FACT**  
**5**

**There are simple things you can do to help keep yourself and others healthy.**

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.





**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)

# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



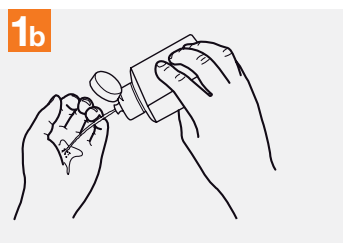
## HOW TO HANDRUB?

### RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

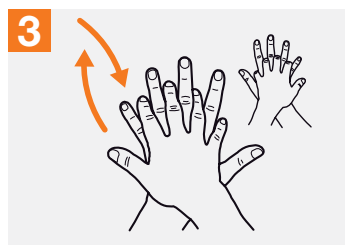
 **Duration of the entire procedure: 20-30 seconds**



**1a** Apply a palmful of the product in a cupped hand, covering all surfaces;



**2** Rub hands palm to palm;



**3** Right palm over left dorsum with interlaced fingers and vice versa;



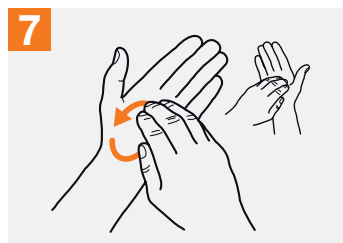
**4** Palm to palm with fingers interlaced;



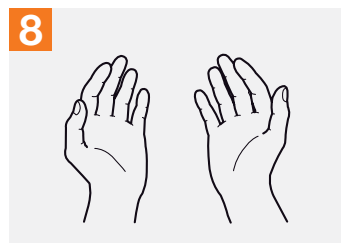
**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

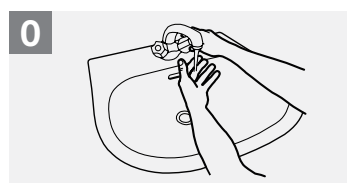


**8** Once dry, your hands are safe.

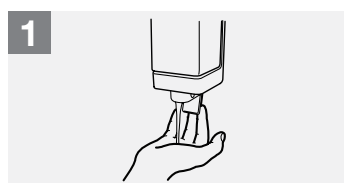
## HOW TO HANDWASH?

### WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

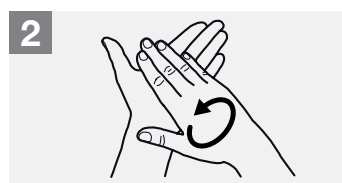
 **Duration of the entire procedure: 40-60 seconds**



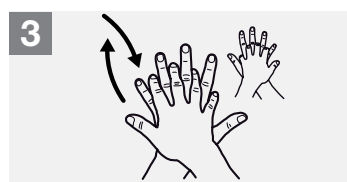
**0** Wet hands with water;



**1** Apply enough soap to cover all hand surfaces;



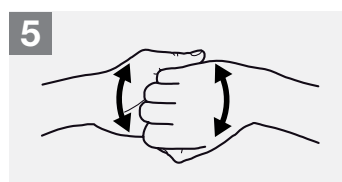
**2** Rub hands palm to palm;



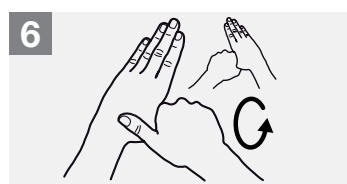
**3** Right palm over left dorsum with interlaced fingers and vice versa;



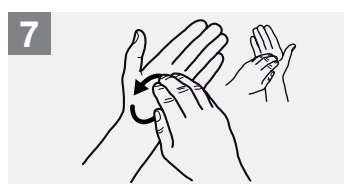
**4** Palm to palm with fingers interlaced;



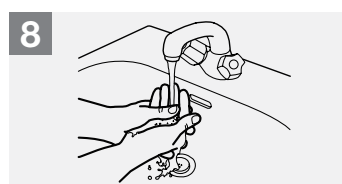
**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



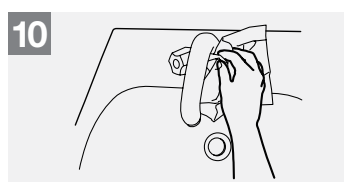
**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



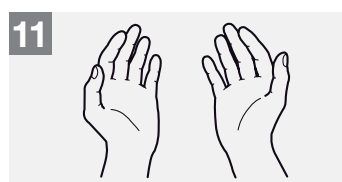
**8** Rinse hands with water;



**9** Dry hands thoroughly with a single use towel;



**10** Use towel to turn off faucet;



**11** Your hands are now safe.

### Hand care

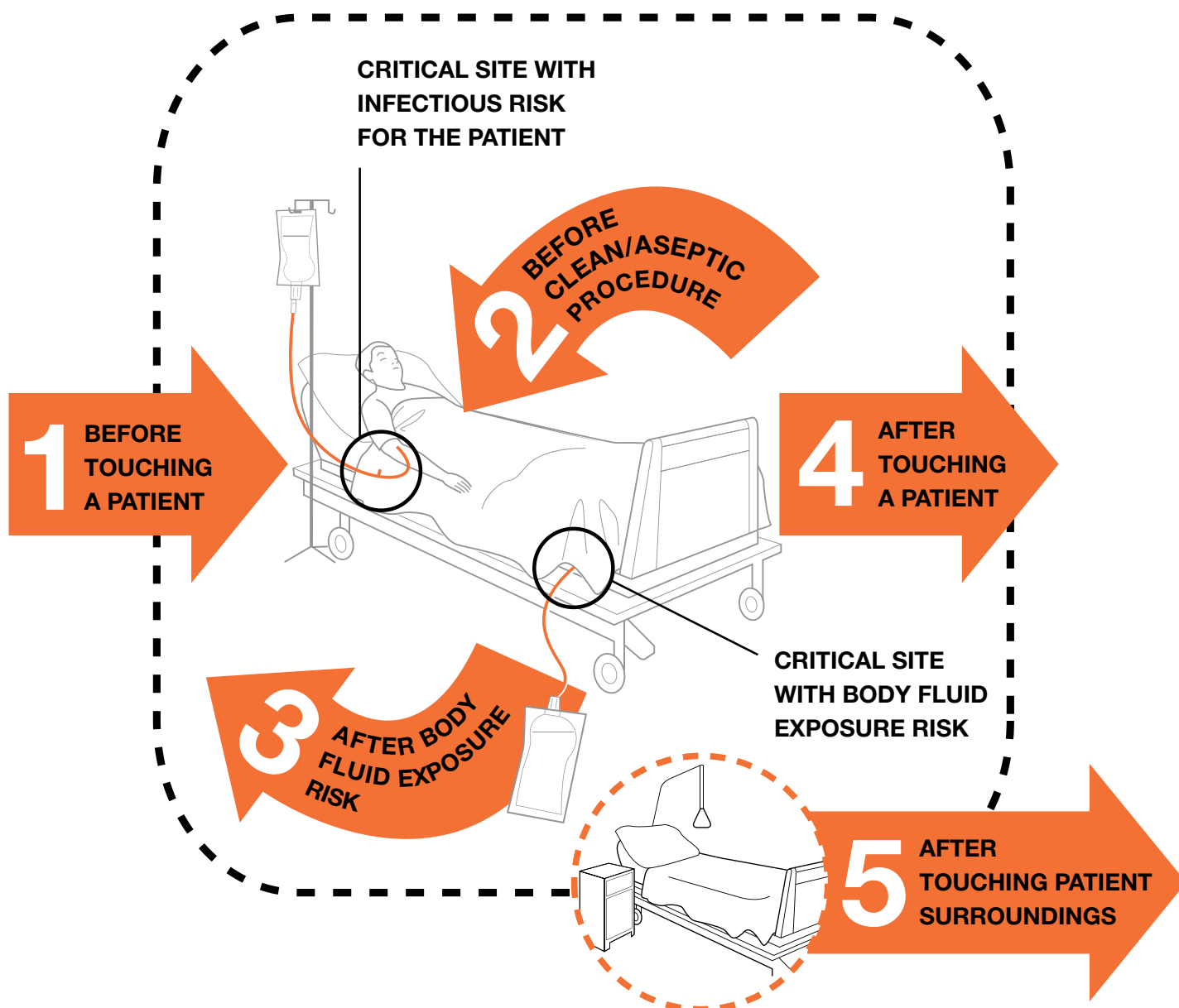
- Take care of your hands by regularly using a protective hand cream or lotion, at least daily.
- Do not routinely wash hands with soap and water immediately before or after using an alcohol-based handrub.
- Do not use hot water to rinse your hands.
- After handrubbing or handwashing, let your hands dry completely before putting on gloves.

### Please remember

- Do not wear artificial fingernails or extenders when in direct contact with patients.
- Keep natural nails short.

## WHEN?

### YOUR 5 MOMENTS FOR HAND HYGIENE\*



\*NOTE: Hand hygiene must be performed in all indications described regardless of whether gloves are used or not.