



COVID-19 Workplace Precautions

December 2020



Samaritan
Health
Services

Purpose for Training

Samaritan Health Services has created the following training to meet the OSHA requirement(s) for education related to COVID-19 Workplace Precautions.

Assignment of this training has been requested/approved by The SHS Coronavirus Taskforce.

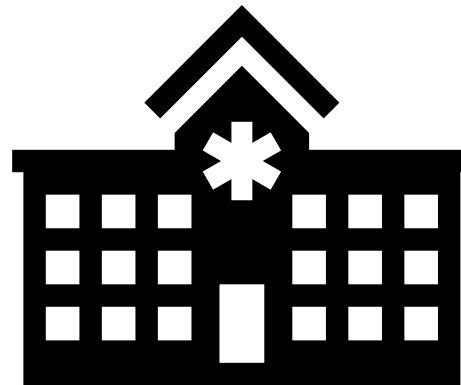


Samaritan Health Services' Commitment

SHS commits to maintaining a safe work environment for all their employees. As a result of the COVID-19 Pandemic, additional workplace safety protocols and training has been adopted.

Under advisement of Oregon OSHA, SHS is providing additional information on the following:

1. COVID-19 Symptom Identification
2. COVID-19 Screening and Reporting
3. Face Covering
4. Physical Distancing
5. Increased Cleaning/Sanitation
6. Identifying Transmission Risks
7. Stay Home Guidelines



Your Health is Important to Us

We have implemented significant health and safety measures for your protection



- Developing Policies and Procedures aimed at prevention
- Reconfiguring workspaces and break areas to ensure social distancing
- Aligning with CDC and OHA COVID-19 guidelines
- Posting signage and health screening forms
- Practicing frequent cleaning practices and providing disinfectant wipes in all work and break areas




Before You Leave Home:

1. Keys...Check!
2. Wallet...Check!
3. Phone...Check!
4. Badge...Check!
5. **EYE PROTECTION...CHECK!**
6. **FACEMASK...CHECK!**



When You Arrive:

Before beginning your workday, you must enter at a screening location with this sign



Follow your site-specific process to attest that you are aware of our COVID-19 policies and can answer 'NO' to the following:

**Depending on your site you may be questioned by a screener or required to self-screen & attest by signing log/badging in. This screening must occur every day and cannot be bypassed on the first entry of the day.*

STOP COVID-19 Health Screening

ALL individuals entering this facility MUST have a normal temperature and attest that a screening has occurred prior to entrance.

Samaritan employees: By using your ID badge to gain access to this facility you are attesting that 1.) you are aware of Samaritan's policy against reporting to work or entering the facility if you have any of the symptoms below and 2.) you answer no to the following questions:

1. Are you experiencing new symptoms (not related to hay fever or seasonal allergies) such as fever, sore throat, runny nose, cough, shortness of breath, body aches or fatigue?*
2. Have you had unprotected contact with known or suspected COVID-19 cases in the last 14 days?
3. Have you been diagnosed with COVID-19 in the past 14 days?
4. In the past 14 days, have you been tested for COVID-19 because you had symptoms or were exposed to someone with COVID-19? Are results still pending?
5. Have you traveled internationally in the last 14 days or traveled on a cruise ship in the last 30 days?
6. **If yes, have you been cleared by Employee Health?**

*If presenting with one or more of these symptoms, please call your manager, return home and comply with your department's illness protocol.

Thank you for helping keep our patients and staff safe!

You MUST Answer 'No' to the Following to Access the Facility:

1. Are you experiencing new symptoms (not related to hay fever or seasonal allergies) such as fever, sore throat, runny nose, cough, shortness of breath, body aches or fatigue?
2. Have you had unprotected contact with known or suspected COVID-19 cases in the last 14 days?
3. Have you been diagnosed with COVID-19 in the past 14 days?
4. In the past 14 days, have you been tested for COVID-19 because you had symptoms or were exposed to someone with COVID-19? Are results still pending?
5. Have you traveled internationally in the last 14 days or traveled on a cruise ship in the last 30 days?



NO



NO



NO



NO



NO

If you answer 'Yes' to any questions due to symptoms:



STOP! You cannot enter the facility. Please call your manager, return home, comply with your department's illness protocol, and contact Employee Health

If you answer 'Yes' to the travel question and you have been cleared by Employee Health:



GREAT! You can now enter the facility



Entering the Building

1. **Masks are REQUIRED.** Ensure your mask is on and secure. A mask will be provided if needed.
2. Swipe badge to unlock doors. Enter, and perform hand hygiene immediately.
3. Find nearest Kronos clock and clock-in using badge to tap options (**do not touch with hands**). If you have Kronos timestamp, please bypass the Kronos clock, and log-in at your workstation.
4. If using the Kronos clock, perform hand hygiene afterwards and report to your workstation.
5. Remember to routinely clean your badge to avoid cross-contamination.



Masks for Non-Clinical Areas:

Allowed:

- Cloth masks
- Procedure masks



Fig. 1 Procedure Mask



Fig. 2 Cloth Mask

Not Allowed:

- Valve masks
- Scarves/Bandanas



Fig. 3 Valve Mask



Fig. 4 Bandana Face Covering

Masks for Patient Care Areas:

Allowed:

- Procedure masks
- Surgical masks
- N-95 masks
- **Fit Tested Valve Masks**



Fig. 1 Surgical and Procedure Masks



Fig 2. N95 Mask

Not Allowed:

- **Non-Fit tested Valve masks**
- Cloth Face Covering



Fig. 3 Valve Mask



Fig. 4 Cloth Face Covering

More Questions About Masks?

- [Universal Mask COVID-19 Policy](#)
- [Outpatient Mask Crosswalk](#)
- [Inpatient Mask Crosswalk](#)
- [Universal Face Mask FAQ](#)



Eye Protection

- SHS approved eye protection must be worn by all staff when within 6 feet of patients or visitors



- [Patient Care Eye Protection Crosswalk](#) contains more detailed information
- Regular eyewear does not qualify. Must be SHS approved.

Your Workstation



Refer to the Universal Mask and Eye Protection Policies on the [Emerging Pathogens Page](#) regarding usage at our sites. All employees are required to wear a face mask within SHS facilities.



Workstations have been arranged to accommodate social distancing guidelines. You must socially distance at all possible times, as it applies to your job duties



Sanitizing supplies are available for you to regularly clean high touch surfaces in your workspace (keyboard, door handles, light switches, phones, tabletops, etc.)



Sanitization Requirements for Non-Clinical Areas



Thoroughly wipe down area using an alcohol sanitizing wipe.



At least once every 24 hours if area occupied **less** than 12 hours a day.



At least every 8 hours if area occupied **more** than 12 hours a day.



Sanitize all shared workspaces prior to use



Sanitization Requirements for Patient Care Areas



[View the Cleaning Guide for Patient Care Areas](#)



At least once every 24 hours if area occupied **less** than 12 hours a day.



At least every 8 hours if area occupied **more** than 12 hours a day.

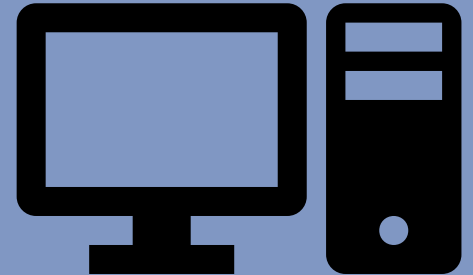


Sanitize all shared workspaces prior to use

Bringing Equipment from Home?

Please reference *Equipment Handling During COVID-19 Emergency Response Procedure-CORP* from the [Emerging Pathogens Page](#) :

- 1. Enact social distancing and place the equipment at your workstation.**
- 2. Don gloves**
- 3. Thoroughly wipe down the IT equipment using the appropriate alcohol sanitizing wipe.**
- 4. Allow surface to completely dry.**
- 5. Remove gloves and clean hands.**



A Few Common Questions:

If I'm wearing a mask, do I still need to stay 6 feet away from coworkers on my break?

YES!

Do I need to wear my mask if I am in common use areas?

YES!

Can I remove my mask in an enclosed and private office?

YES!



Food and Drink Consumption

Remember to wash your hands prior to eating. When you are ready to eat or drink, first make sure you are at least 6 feet away from others. Then remove mask.



Employee break and eating areas are available at this time, and have been rearranged for your safety



TIP: try to stagger your meal-times with coworkers to easily maintain social distancing while eating



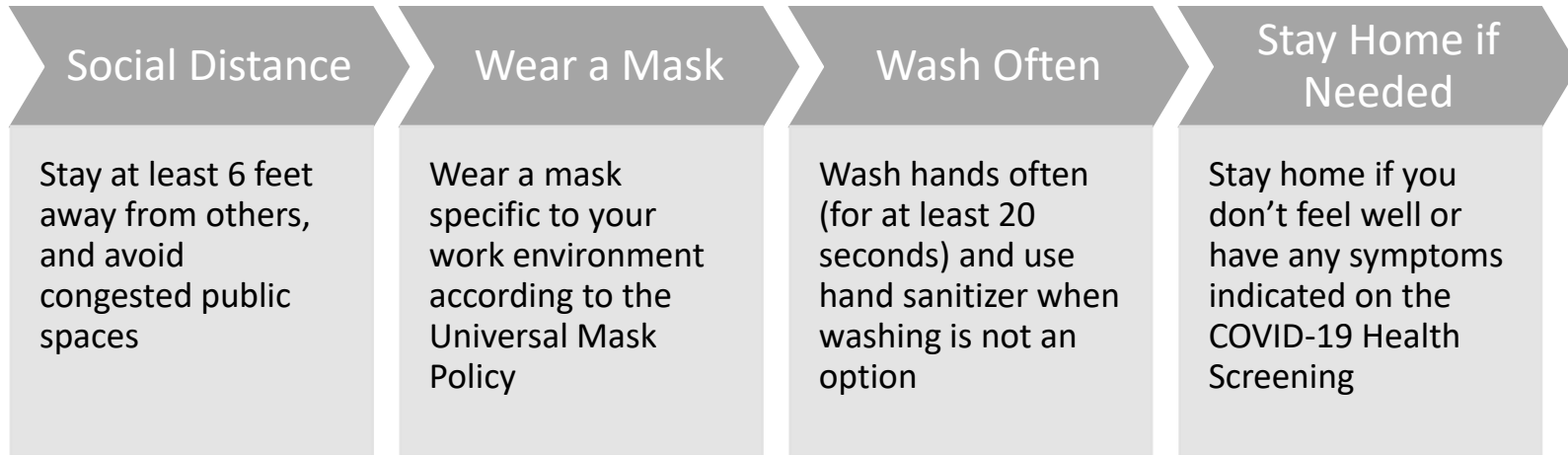
No food sharing or potlucks are permitted at this time

Meetings



- Virtual meetings are highly encouraged
- Conference rooms are closed at this time with limited exceptions. If an in-person meeting is necessary, all participants must wear a mask, socially distance, and use disinfectant wipes on high-touch surfaces (tables, arm rests, door handles, light switches, etc.) upon entry and exit.

The Best Way to Stay Healthy:



Remember, social distancing must be practiced at all times, including the following situations:

- Entering elevators (only 2 people per elevator)
- In line at the time clock
- While entering the building
- During break time

How COVID-19 Spreads (Common Methods)

Close contact from person to person within 6 feet.



Maintain social distancing!

Through respiratory droplets when an infected person sings, talks, or coughs.



Wear a mask!

How COVID-19 Spreads (Less Common Methods)

Contact with contaminated surface



Perform frequent hand hygiene!

Enclosed space with poor ventilation, may become airborne



Avoid crowded areas. SHS has optimized ventilation wherever possible.

Patients and Masks

Patients are required to wear masks within all SHS facilities.

Patients may remove masks in hospital & emergency departments if:

- Patient is actively eating or drinking, and they are 6 feet away from non-household persons.
- They are alone in a private room.
- Care being provided cannot be performed with mask in place.

But I'm Not Sick!

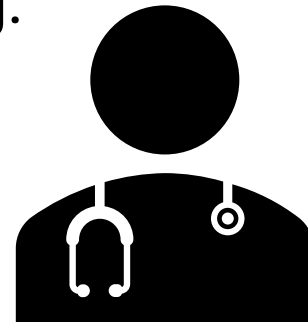
- People with COVID-19 will spread before they experience symptoms
- Some people with COVID-19 never experience symptoms



Always take precautions to prevent spread, even if you don't have symptoms

When COVID-19 Exposure Occurs

- Any case where a potential exposure occurred will be investigated and contact traced by Infection Prevention and Employee Health
- If there is further concern for the safety of the employee or others, Infection Prevention and Employee Health will notify you and determine one of the following:
 - A plan for the employee to safely work
 - Reasonable alternative duties
 - Available leave options



COVID-19 Resources

For more information, please visit the [Emerging Pathogens Page](#) which includes the following helpful resources, and many more!

- Administrative Precautions Due to COVID-19 Policy
- Mask Crosswalk
- Universal Mask COVID-19 Policy
- Universal Eye Protection COVID-19 Policy
- Employee Health FAQ's

Questions and Feedback

Any further questions? Do you have anything you would like to share? Please reach out to the [SHS Coronavirus Task Force](#) and review the Task Force email updates.



References

Bandana Face Covering. [Photograph]. (n.d.). Retrieved from <https://www.aarp.org/health/conditions-treatments/info-2020/cdc-face-masks-public.html>

Procedure Mask. [Photograph]. (n.d.). Retrieved from <https://www.fishersci.com/shop/products/sierra-proced-mask-w-earloop/19088879>

Samaritan Health Services. (2020). Administrative precautions due to Covid-19 policy – system. Retrieved from (<https://samhealth.policytech.com/dotNet/documents/?docid=4254>)

Samaritan Health Services. (2020). Management of Occupational Exposure to confirmed Covid-19 procedure. (<https://samhealth.policytech.com/dotNet/documents/?docid=2454>)

Samaritan Health Services. (2020). Screening upon facility entry Covid-19 procedure – system. Retrieved from (<https://samhealth.policytech.com/dotNet/documents/?docid=4661>)

Samaritan Health Services. (2020). Temporary SHS Visitor (Covid-19) Policy . Retrieved from <https://samhealth.policytech.com/dotNet/documents/?docid=5192>

Samaritan Health Services. (2020). Universal mask Covid-19 policy – system. (<https://samhealth.policytech.com/dotNet/documents/?docid=4280>)

Samaritan Health Services. (2020). Universal eye protection Covid-19 policy. Retrieved from (<https://samhealth.policytech.com/dotNet/documents/?docid=4281>)

Samaritan Health Services. (2020). Work restrictions and disease surveillance for employees and others with infectious disease policy. Retrieved from (<https://samhealth.policytech.com/dotNet/documents/?docid=4138>)

Valve Mask. [Photograph]. (n.d.). Retrieved from <https://www.amazon.com/Irisvito-Dustproof-Activated-Filtration-Reuseable/dp/B088TVDP7S>

