



**DEPARTMENT: Administration**  
**POLICY & PROCEDURE: PATIENT/VISITOR SCREENING AND RESTRICTIONS**

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**PURPOSE:** To protect our patients, staff, caregivers and community, and to help reduce the spread of COVID-19.

**POLICY:**

- Hospital access will be restricted to the following entrances:
  - Main hospital – 174 1<sup>st</sup> Ave N, Ilwaco, WA – Admitting Waiting Room (0600-2200)
  - Main hospital –174 1<sup>st</sup> Ave N, Ilwaco, WA – Emergency Department (ED) entrance (after-hours)
- All visitors/patients will be required to perform hand hygiene and mask upon entrance to the hospital and medical clinics.
- Visitor access will be restricted until COVID-19 is no longer considered a public health threat.
- Visitors/patients are permitted to wear a fabric face mask from home if not soiled.
- All patients must check in at the Screening Station.
- All visitors must check in and out at the Screening Station.

**PROCEDURE:**

1. The Screening Station will be located at the approved location(s).
2. The Screening Station will be staffed from 0600-2200. At 2200 HCA will be closed. After hours screening will be addressed by the ED staff, as the sole entryway to our facility is the ED entrance from 2200-0600.
3. Employees staffing the screening station will always wear a simple mask.
4. The visitor/patient will enter the facility and approach the Screening Station.
5. The visitor/patient will perform hand hygiene and then mask, if not wearing mask upon arrival.
6. Employees staffing the Screening Station will greet the visitor/patient and explain the purpose and procedure of the screening.
7. Staff manning the station will screen visitor/patient and take their temperature utilizing provided thermometer and ask screening questions. See attached "Screening Desk COVID-19 Questionnaire" document.
8. Screening Station and equipment will be cleaned between each patient and/or visitor.
9. Employee will perform hand hygiene after each encounter.

**Patients:**

- All patients will be required to perform hand hygiene and mask.
- All patients will be asked a series of screening questions.
- All patients will have their temperature checked.
- All patients must perform hand hygiene before proceeding to destination.

- If the patient has a forehead temperature greater than 99.4°F or has respiratory symptoms, they will be given a hospital simple mask and instructed how to use it. If they are already wearing a mask from home, they will be asked to perform hand hygiene, and replace it with a hospital simple mask. The soiled mask will be placed in a receptacle or bag provided by the Screening Station staff. If the patient refuses to mask despite the explanation of our policy, the Charge Nurse will be contacted by the screener at ext.5161. Should the patient become abusive or combative, they will be asked to leave the premises, **unless they are an ED patient**, for non-compliance and a “Code Gray” will be paged using ext. 461. If the Screener feels threatened please call 911. If the patient is an ED patient, page a “STAT Mask Triage” using the hand held radio. Please be sure it is on Channel 5 (ED) before paging. When page is completed return radio to Channel 6.1 (PT). The Screening Station personnel are not required to document patients in the Screening Log as the information will be entered into Electronic Medical Record (EMR) during the registration process. The patient will then be directed to HCA.
- HCA will screen patient and ensure information is entered into Electronic Medical Record (EMR). If the patient is COVID positive, HCA will notify the receiving department. Staff will don the appropriate Personal Protection Equipment (PPE) and immediately go to the lobby to escort the patient to a private room/area.

#### **Visitors:**

##### **Upon arrival:**

- All visitors will be required to perform hand hygiene and mask. If the visitor refuses to mask despite the explanation of our policy, the Charge Nurse will be contacted by the Screener at ext. 5161. Should the visitor become abusive or combative, they will be asked to leave the premises and if not compliant a “Code Gray” will be paged at ext. 461. If the Screener feels threatened please call 911.
- All visitors will be asked a series of screening questions.
- All visitors will have their temperature checked.
- The employee will log the visitor’s name and phone number, which will be kept for tracking purposes.
- All visitors will be provided a sticker which will have the current date/time and place it in a visible location on their person.
- All visitors must perform hand hygiene before proceeding to destination.

##### **Upon departure:**

- Check out at Screening Station. The Screening Station staff will collect and discard their sticker.
- **Visitors will not be allowed within the hospital and medical clinics until further notice, with the following exceptions:**
  - One (1) support person per day per patient. Must always remain masked during the visit. The Screener will call the Charge Nurse at ext. 5161 to get authorization prior to sending the visitor to Nurses Station.
  - One (1) designated support person for Emergency Department (ED) patients. Must remain masked all times.
  - Two (2) parents of a minor patient. Must always remain masked during the visit.
  - Two (2) support persons for end-of-life patients. Must always remain masked during the visit.
- **Visitors who are feeling ill or are under 16 years of age are requested not to visit the hospital or medical clinics at this time.** If the visitor has a forehead temperature greater than 99.4°F or

has respiratory symptoms, they will be asked not to visit in the hospital or medical clinics and are encouraged to call their primary care provider.

- Inform visitors that patients can typically be reached by phone, by calling our main hospital telephone number (360)642-3181 and asking to speak with them. Visitors may also request an update from their healthcare team, if patients have given consent to share their information with the visitor or caller.

## SCREENING DESK COVID-19 QUESTIONNAIRE

Please ask **every** person entering our facility to review the following symptoms and answer the following questions:

**\*Have you been exposed to anyone with COVID-19?**

**\*Have you had any of the following symptoms in the last 24 hours? (Please read each symptom to visitor/patient).**

- FEVER OR CHILLS
- COUGH
- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- FATIGUE
- MUSCLE OR BODY ACHES
- HEADACHE
- NEW LOSS OF TASTE OR SMELL
- SORE THROAT
- CONGESTION OR RUNNY NOSE
- NAUSEA OR VOMITTING
- DIARRHEA

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