



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

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

POLICY:

1. Hospital access will be restricted to the following entrances:
 - Main hospital – 174 1st Ave N, Ilwaco, WA – Admitting Waiting Room (0600-2200)
 - Main hospital –174 1st Ave N, Ilwaco, WA – Emergency Department (ED) entrance (after-hours)
2. All visitors/patients will be required to perform hand hygiene and mask upon entrance to the hospital and medical clinics.
3. Visitor access will be restricted until COVID-19 is no longer considered a public health threat.
4. Visitors and/or patients, if are already wearing a mask from home, will be asked to perform hand hygiene, remove the mask 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.
5. All patients must check in at the Screening Station.
6. All visitors must check in at the Screening Station.

DEFINITION(S)

1. Support Person

A patient's comfort and health care needs are our utmost top priority. "Designated Support Person" means a family member, personal care assistant, similar disability service provider or other individual knowledgeable about the management of their care. A support person is a person chosen by the patient who has physical, sensory, psychiatric, intellectual, or other mental disability needs to assist them during an appointment or hospital stay with such things as mobility and communication.

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 Emergency Department (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 and/or patient will perform hand hygiene. The visitors and/or patients, if they are already wearing a mask from home, will then be asked to remove their mask, 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.
6. Employees staffing the Screening Station will greet the visitor and/or patient and explain the purpose and procedure of the screening.

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7. Staff manning the station will screen visitor/patient by asking the screening questions. See attached "Screening Desk COVID-19 Questionnaire" document.
8. If the patient is symptomatic, the Screener will call the Charge Nurse as to advise the patient of their next steps.
9. Screening station and equipment will be cleaned between each patient and / or visitor.
10. 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 must perform hand hygiene before proceeding to destination.
7. If the patient 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.
 8. 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:

- The visitor will perform hand hygiene. The visitors, if they are already wearing a mask from home, will then be asked to remove their mask, 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 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.
- 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.
- 9. 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.
 - Patients with COVID-19 who are not End of Life, will not be allowed visitors.
 - End of Life patients with COVID-19 will be reviewed on a case by case basis by the Inpatient (IP) Clinical Nurse Manager, the Administrator On Call (AOC), if Clinical Nurse Manager unavailable, and the Charge Nurse. They will be allowed **one visitor per day** and must adhere to our Personal Protective Equipment (PPE) policies.
- **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 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.