



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:
 - o Main hospital – 174 1st Ave N, Ilwaco, WA – Admitting Waiting Room (0600-2200)
 - o 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 provided mask.
 - o Exception: Patients with an N95 mask do not need to replace with a hospital provided mask. The mask must have N95 printed on it.
 - o KN95 masks are not equal to an N95 mask. Patients with a KN95 will be asked to replace their home mask with a clean hospital provided mask.
5. All patients must check in at the Screening Station.
6. All visitors must check in 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 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 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 provided mask.
 - o Exception: Patients with an N95 mask do not need to replace with a hospital provided mask. The mask must have N95 printed on it.
 - o KN95 masks are not equal to an N95 mask. Patients with a KN95 will be asked to replace their home mask with a clean hospital-provided mask.
6. Employees staffing the Screening Station will greet the visitor and/or patient and explain the purpose and procedure of the screening.
7. Staff manning the station will screen visitor/patient by asking the screening questions.
8. Screening station and equipment will be cleaned between each patient and / or visitor.

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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 must perform hand hygiene before proceeding to destination.

7. The patient will be given a hospital provided mask and instructed how to use it.

○ ED 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 provided mask.
 - Exception: Patients with an N95 mask do not need to replace with a hospital provided mask. The mask must have N95 printed on it.
 - KN95 masks are not equal to an N95 mask. Patients with a KN95 will be asked to replace their home mask with a clean hospital-provided mask.
- If an ED patient refuses to mask despite the explanation of our policy, the Charge Nurse will be contacted by the screener at ext. 96121.

○ All Other Patients:

- If they are already wearing a mask from home, they will be asked to perform hand hygiene, and replace it with a hospital provided mask.
 - Exception: Patients with an N95 mask do not need to replace with a hospital provided mask. The mask must have N95 printed on it.
 - KN95 masks are not equal to an N95 mask. Patients with a KN95 will be asked to replace their home mask with a clean hospital-provided mask.
- If a patient becomes abusive or combative they will be asked to leave the premises for noncompliance. If they refuse to leave, then call a "Code Gray" paged using ext. 461.
- If the Screener feels threatened they may press the panic button and/or call 911.

- 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 provided mask.
 - Exception: Patients with an N95 mask do not need to replace with a hospital provided mask. The mask must have N95 printed on it.
 - KN95 masks are not equal to an N95 mask. Patients with a KN95 will be asked to replace their home mask with a clean hospital-provided mask.

- If the visitor refuses to mask despite the explanation of our policy, the Charge Nurse will be contacted by the Screener at ext. 96121. 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 hit the panic button and/or 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) visitor per day per patient. Must always remain masked during the visit. The Screener will call the Charge Nurse at ext. 96121 to get authorization prior to sending the visitor to Nurses Station.
 - One (1) visitor 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) visitors 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 Clinical Nurse Manager and the Administrator On Call (AOC). If the Clinical Nurse Manager is unavailable, contact the Charge Nurse.
- **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.