



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

PURPOSE: To protect our patients, staff, caregivers, and community, by helping to reduce the spread of respiratory illnesses.

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 entrance (afterhours)
2. All visitors and/or patients must check in at the Screening Station.
3. If a patient is experiencing any respiratory symptoms, they will be required to mask for the duration of their appointment.
4. Visitors who are feeling ill or have respiratory symptoms will be asked not to visit the hospital or medical clinics.

PROCEDURE:

Patients

1. The Screening Station is located at the Main Hospital in the Admitting Waiting Room.
2. The Screening Station will be staffed from 0700-1730. At 1730 Healthcare Access (HCA) will screen patients/visitors until 2200. After-hours screenings will be addressed by the Emergency Department (ED) staff, as the sole entryway to our facility is the ED entrance from 2200-0600.
3. The patient will enter the facility and approach the Screening Station.
4. Employees staffing the Screening Station will greet the visitor and/or patient and explain the purpose and procedure of the screening.
5. Staff manning the station will screen visitors/patient by asking the screening questions.
6. If the patient discloses, they're currently experiencing respiratory symptoms they will be required to mask. The patient will be given a hospital provided mask and instructed how to use it.
 - 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.
 - 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 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.
7. HCA will screen patients and ensure information is entered into Electronic Medical Record (EMR).

Visitors

1. The visitor will enter the facility and approach the Screening Station.
2. All visitors will be asked a series of screening questions.
3. The employee will log the visitor's name and phone number into Accushield, which will be kept for tracking purposes.
4. All visitors will be provided with a sticker which will have the current date/time and place it in a visible location on their person.
5. All visitors must perform hand hygiene before proceeding to their destination.

Guidelines

- Two (2) visitors at the same time are allowed per patient.
- One (1) visitor allowed for Emergency Department (ED) patients.
- Two (2) parents are allowed for a minor patient.

- The number of visitors for End-of-life patients' will be reviewed on a case-by-case basis by the attending hospitalist, Inpatient (IP) Clinical Nurse Manager, the Charge Nurse, and the Administrator on Call (AOC) if Clinical Nurse Manager unavailable.
- The screener will call the Charge Nurse at ext: 96121 to obtain authorizations prior to sending visitors to the Nurse's Station.

- Visitors for patients on isolation precautions, including those who are positive for COVID-19, will be reviewed on a case-by-case basis by the attending hospitalist, Infection Prevention, Inpatient (IP) Clinical Nurse Manager, the Charge Nurse, and the Administrator on Call (AOC), if Clinical Nurse Manager is unavailable. All visitors must adhere to our Personal Protective Equipment (PPE) policies.
- The screener will call the Charge Nurse at ext: 96121 to obtain authorizations prior to sending visitors to the Nurse's Station.

- 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.