

## Policy and Procedure

**Policy:** COVID – 19 Screening of all staff and visitors

**Effective:** 4/2020

**Revised:** 6/25/2020

**Purpose:** To ensure that staff use the proper procedure per NYSDOH/CDC & CMS recommendations to screen all staff and/or other appropriate individuals. All personnel, regardless of whether they are providing direct patient care, must undergo a health check.

### Procedure:

1. All staff / appropriate individuals will sanitize hands with hand sanitizer located by the receptionist desk.
2. A temperature reading of all staff and/or appropriate individuals whom enter the building will be taken by the receptionist and/or Supervisor on duty.
3. The receptionist / Supervisor will ask the list of critical questions to ensure compliance with regulations related to COVID-19.
4. If a staff member and/or appropriate individuals' temperature is abnormal (above 100 degrees Fahrenheit) and/or they exhibit related symptoms or answer question(s) indicating an issue, DON/ or RN designee will be contacted for an assessment and will be sent home.
5. Logs will be kept for every individual that enters the premises.
6. All Individuals will be required to wear a surgical face mask during their time in the facility. No one will be permitted entry into the building if they do not.
7. Person taking temperatures and performing screening will wear a surgical face mask **at all times**.
8. Thermometer will be cleaned according to manufacturer's recommendations.
9. **No exceptions** are to be made, whether owner, EMS, Police, State or Federal Agency employee, everyone must follow proper procedure or they will be denied access to the facility.
10. Staff are to only use the main entrance to enter and exit the facility.
11. All sick calls will be monitored by Department Heads to identify any staff pattern or cluster of symptoms associated with infectious agent. Each Dept. Head will maintain a line list of sick calls and report any issues to the IP/DON.
12. A contingency staffing plan is in place that identifies the minimum staffing needs and prioritizes critical and non – essential services, based on residents' needs and essential facility operations. The staffing plan includes collaboration with local and regional DOH planning and CMS to address widespread healthcare staffing shortages during a crisis.