

# **ELECTRA HOSPITAL DISTRICT**

## **COVID-19 POLICY**

### **PURPOSE**

To outline process changes necessary due to the COVID-19 pandemic.

### **POLICY**

Electra Hospital District will take measures to help prevent and/or reduce the risk of transmission of COVID-19.

### **PROCEDURE**

#### A. District Services

1. The District follows local Health Department and Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 prevention, testing, and treatment.
2. Some District services may be unavailable or limited during the COVID-19 pandemic (i.e. Fitness Center, Imagination Station). The District works diligently to communicate any change in services to the community.
3. Electra Medical Clinic, Iowa Park Clinic and Park Clinic patients that do not require a face-to-face visit have the option of a telemedicine visit. Telemedicine visits are performed via telephone or via a secure platform that provides both audio and video.
4. Drive-through COVID-19 specimen collection is available at the Electra Memorial Hospital Emergency Department, Iowa Park Clinic and Park Clinic by appointment only.

#### B. Screening

1. Patients, visitors and unvaccinated employees will be screened for symptoms of COVID-19 prior to entering a District facility where suspected or confirmed COVID-19 patients are treated.
2. Employees that are fully vaccinated may discontinue screening but are expected to self-monitor and report any symptoms immediately.

3. Electra Tri-Med Ambulance attempts to screen patients prior to providing services, but this is not always possible due to the emergent nature of the services. Patients that cannot be screened prior to receiving services will be screened while being treated/transported if possible. Any patients that cannot be screened due to their condition (i.e. unconscious) will be treated as potentially infectious.
4. Employees may be required to perform self-monitoring per the COVID-19 Vacation policy and procedure.

#### C. Limited Access

1. All patients, delivery personnel, visitors, nonemployees and unvaccinated employees will be screened for COVID-19 and triaged accordingly prior to entering facilities where suspected or confirmed COVID-19 patients are treated.
2. The following personnel management strategies will be utilized:
  - Those with no symptoms will be allowed to enter the facility wearing an appropriate face covering.
  - Individuals with symptoms of COVID-19 that cannot be immediately taken to an exam room will be asked to wait in their vehicles until a staff member comes to get them.
3. Access to the Hospital Dining Room is limited to employees only. Patients and their visitors will be served in the patient rooms.
4. Electra Memorial Hospital Home Health and Electra Medical Supply will continue to provide services in patient homes.
5. Access to District facilities may be further restricted or relaxed on a case-by-case basis depending on the circumstances of each facility and status of the COVID-19 pandemic.

#### D. Personal Protective Equipment (PPE), Supplies and Practices

1. Patients, visitors and employees must wear a face covering while in affected District facilities. The facility will provide a face covering, if necessary.
2. Unvaccinated Employees must wear face coverings over their nose and mouth when indoors and when occupying a vehicle with another person for work purposes.

3. Employees may remove face covering if working in a private office but must don face covering if another individual enters or if the employee leaves their office.
4. Employees providing direct patient care should wear KN95 masks, if available. Other necessary PPE may be donned as warranted by the situation.
5. Employees providing direct patient care to COVID-19 positive patients or patients under investigation (PUI) should wear the following PPE in accordance with the CDC's standards and transmission-based precautions:
  - N95 mask or respirator
  - Goggles or face shield
  - Gloves
  - Gown
6. Aerosol-generating procedures on persons with suspected or confirmed COVID-19 will be only be used when absolutely necessary and be limited, with only essential personnel present to perform the procedure. Such procedures will be performed in an airborne infection isolation room whenever available.
7. PPE should be doffed outside the room or treatment area and immediately placed in marked trash cans outside the exam room.

#### E. Patient Routing

1. Electra Memorial Hospital is designated at the Active Treatment Facility for the District. Positive COVID-19 patients or PUI will be kept separated from other patients. These patients will be referred to the Infection Preventionist, Hospitalist, or other designee for possible testing and treatment options.
2. In order to prevent congestion in the waiting rooms, patients with longer wait times may be asked to wait in their vehicles. An employee will call or come get the patient when ready.

#### F. Barriers and Social Distancing

1. Employees and all persons will remain six feet apart whenever possible. Seating in waiting rooms will be reduced and markers placed on the floor throughout facilities to help encourage social distancing.

2. Physical barriers that are cleanable or disposable will be placed at each fixed workstation outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance.

#### G. Environmental Cleaning

1. The District is performing heightened environmental cleaning per CDC recommendations within in all facilities and with all services.
2. All rooms will be cleaned and disinfected after COVID-19 suspected or confirmed patient are treated or discharged.
3. The following environmental cleaning principals apply to all areas:
  - Wear recommended personal protective equipment (PPE).
  - Perform cleaning in a clockwise or counterclockwise direction to ensure a systematic process.
  - Wipe surfaces from top to bottom.
  - Only use Hospital approved disinfectants and maintain the appropriate wet time to disinfect per the disinfectant's instructions for use.
  - If a surface is visibly soiled, remove soil first, and then disinfect the surface.
  - Clean restroom surfaces last.
4. CDC guidelines for cleaning and disinfection of surfaces and equipment will be standard practice in all patient care areas and will be cleaned at least once a day.
5. Alcohol-based hand rub that is at least 60% alcohol or readily accessible handwashing facilities will be provided throughout the facilities.

#### H. Ventilation

1. HVAC systems will be used in accordance with the HVAC manufacturer's instructions and design specifications.
2. The amount of outside air circulated through the HVAC systems and the number of air changes per hour will be maximized.
3. All air filters will be rated Minimum Efficiency Reporting Value (MERV) 13 or higher and maintained and replaced as necessary.

4. All intake ports that provide outside air to the HVAC systems will be cleaned, maintained, and cleared of any debris.

#### I. Health Screening and Medical Management

1. COVID-19 testing will be provided to all employees at no cost.
2. All employees will immediately notify their supervisor and the Infection Control Nurse if they are suspected of having COVID-19, are COVID-19 positive, or are experiencing symptoms of COVID-19.
3. If a person that has been in the facility or workplace tests positive for COVID-19, the Infection Control Nurse will be notified.
4. Employees who have suspected or confirmed COVID-19, certain COVID-19 symptoms, or have had close contact to a person who is COVID-19 positive will be removed from the workplace and quarantined according to CDC guidance.
5. Employees removed from the workplace will be paid according to the COVID-19 PTO policy.

#### J. Vaccination

COVID-19 Vaccinations will be provided to employees at no cost. Paid leave of one day will be provided if employees experience vaccine side effects.

#### K. Training

Employees will be trained on COVID-19 disease transmission, tasks and situations in the workplace that could result in COVID-19 infection, and relevant policies and procedures at the time of employment and annually. Additional training will be provided if changes occur that affect an employee's risk of infection, if policies or procedures are changed, or when there is an indication that an employee has not retained necessary understanding or skill.

#### L. Recordkeeping

A COVID-19 log of all employee cases of COVID-19 without regard to occupational exposure will be maintained.

#### M. Reporting

1. Work-related COVID-19 inpatient hospitalizations and fatalities will be reported in the QI system within 24 hours.

## N. Mini Respiratory Protection Program

Where respirator use can offer enhanced worker protection, respirators will be provided. Staff will be given specific training on each type of respirator, user seal checks will be conducted when warranted, proper disinfection for reuse will be performed if necessary, and respirators will be removed from use according to CDC guidelines and manufacturers specifications.

*The ETS includes a “mini respiratory protection program,” which applies only to circumstances specified in the rule, generally when workers are not exposed to suspected or confirmed sources of COVID-19 or other hazards that may require the use of a respirator, but where respirator use could offer enhanced worker protection. If the employer provides respirators to its employees under these circumstances, the mini respiratory program requires that the employer provides specific training, ensures that user seal checks are conducted for tight-fitting respirators, ensures that if respirators are reused, they are reused properly, and ensures the discontinuation of respirator use under certain conditions. However, other key program elements required by OSHA’s normal Respiratory Protection standard are not required, including medical evaluation, fit testing and a written program. If workers provide their own respirators, the employer must provide workers with a specific notice intended to inform workers to take certain precautions to be sure that the respirator itself does not present a hazard.*

## REFERENCES

Centers for Disease Control and Prevention (CDC), Coronavirus Disease 2019 (COVID-19), *Healthcare Infection Prevention and Control FAQs for COVID-19*, page last updated May 29, 2020.

Centers for Disease Control and Prevention (CDC), Coronavirus Disease 2019 (COVID-19), *Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 (covid-19) in Healthcare Settings*, page last updated May 18, 2020.