Swedish Medical Center Guidelines for
Staff, Physician, Volunteer and Visitor Screening and Visitation Privileges

(In cooperation with the Regional Guideline for Development of Hospital Visitor Policies for Influenza King County Healthcare Coalition)

Purpose

To protect the health of patients, families, staff, physicians, volunteers, and vendors through increased infection control measures, restricted access to certain areas of the hospital and enhanced hospital visitation guidelines.

Screening/Visitation Guidelines

Phase 1- *Organization is experiencing normal operations, but sensing potential impact soon:*

- Signage will be posted encouraging visitors to self-screen upon entry to the facility
- All areas follow respiratory etiquette where masks, tissue and hand gel is provided.
- All visitors and vendors should wash their hands frequently with soap and water or use alcohol-based hand sanitizer, such as after coughing or sneezing; upon entry/exit to the facility; or being exposed to the respiratory droplets of others (someone else coughed or sneezed)
- Those visitors who are symptomatic should not visit. If they must visit due to special circumstances they should mask, wash their hands or use alcohol based hand sanitizer, and report in at the nurses' station. Masks need to be worn for the duration of the visit at the facility.
- Staff/physicians/volunteers follow normal sick reporting processes.
- Outpatients entering the hospital for care that cannot be rescheduled who are symptomatic should mask, wash their hands or use alcohol based hand sanitizer, and report in at a reception desk. Masks need to be worn for the duration of the visit at the facility.
- Inpatients are assessed per normal protocol.
- Under special circumstances, certain departments may restrict access and screen for flu symptoms prior to entry and exclude if symptomatic.
- Number of healthy visitors in the emergency department should be limited to 2 at a time. Other visitors should remain in the waiting area until it is their turn to visit.
- Number of healthy visitors in a patient room should be limited to 2, except under special circumstances. Families should be asked to stagger visits to accommodate this guideline and keep number of people in waiting areas to a minimum.

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Phase 2- *Organization is experiencing moderate impact to operations*
Incorporates activities from Phase 1, as well as those listed below:

- Conduct visitor, vendor, staff, physician, and volunteer screening at main nursing/reception areas.
    - Follow screening tool directions for affected staff/physicians/volunteers.
    - Follow screening tool directions for affected inpatients.
- Outpatient departments are encouraged to conduct pre-appointment phone screens to prevent ill patients from entering healthcare facility. If symptomatic, reschedule outpatient appointment if able.
- Children age 12 and under will be excluded from the facility, except for special circumstances, and must be accompanied by an adult visitor at all times.

Phase 3 – *Organization is experiencing severe impact to operations*
Incorporates activities from Phase 2, as well as those listed below:

- Visitors will only be allowed if:
    - They are a designated caregiver
    - It is a birth circumstance
    - It is a death circumstance
- Limit access to facility:
    - Lock down unnecessary doors- leaving key entrances with monitoring of staff, physicians, volunteers, vendors, patients, and visitors
    - Follow after hours lock down procedures and coordinate after hours visitor badging and health screening at the same time
    - Watch for additional access control for adjoining medical office buildings.
    - First Hill considerations (subject to change):
        - Key entrances: Main Lobby, Cherry Street, ED, Main Cafeteria, SOI, Skybridge
        - Closed: breezeway; A Floor patio; A Floor back entrance
    - Ballard considerations (subject to change):
        - Key entrances: Skybridge, Main Front Entrance, Pt Registration, ED
        - Closed: cafeteria/patio entrance
    - Cherry Hill considerations (subject to change):
        - Key entrances: Skybridge, Main Entrance, ED, cafeteria
    - Issaquah considerations (subject to change):
        - Key entrances: Patient Registration, ED, Clinic
    - Swedish Visiting Nurse Services considerations (subject to change):
        - All staff at Mountlake Terrace main office or Seattle Main entrance
        - Field staff continue to self-monitor and report if symptomatic
    - Met Park considerations (subject to change):
        - Key entrances: Floors 5 and 6
    - Swedish Physician Clinics- at each clinic entrance

Screening Procedure

Phase 1
All visitors/vendors/patients entering the hospital will self-assess for signs and symptoms of influenza. Respiratory etiquette signs will be posted to encourage those symptomatic to not enter/visit or to follow hand hygiene and masking procedures upon entry.

Staff/MD/volunteers self-assess fitness for duty and follow usual sick reporting processes.

Inpatients are assessed per normal protocol.

Phase 2
All individuals entering the hospital will be actively screened at main nursing stations/reception desks for signs and symptoms of influenza once per day.

- Ask if they have had any of the following symptoms in the past 24 hours:
  - Fever (greater or equal to 100º F) alone and with any of the following:
    - Cough
    - Sore throat

- If **NO** to *all* symptoms, provide everyone except inpatients with a sticker to show that they have been screened today and are symptom free. Sticker should be visible to indicate the person has been screened and should follow the following day/color association:
  - Monday – BLUE ESI #75978
  - Tuesday – RED ESI #75979
  - Wednesday – ORANGE ESI #75980
  - Thursday – GREEN ESI #75981
  - Friday - BROWN ESI #75982
  - Saturday – PINK ESI #75983
  - Sunday – BLACK ESI #75984

  This will allow couriers/vendors to be screened once/day and allow access to all King County facilities for the remaining part of the day

- If **YES** to fever alone or any of the following – cough or sore throat:
    - Visitors/Vendors – Instruct visitors/vendors with flu-like symptoms to put on mask and leave the facility. They should be advised to follow public health guidelines to seek medical care or call their primary care provider.
    - Staff/Physicians/Volunteers- Instruct staff, physician/volunteers with flu-like symptoms to put on mask and use hand hygiene. Follow *Employee/Medical Staff/Volunteer Screening Tool* for directions and actions.
    - Outpatients/ED – Instruct patients with any flu-like symptoms to put on a mask and use hand hygiene. Patient should be taken to an exam/patient room as soon as possible, or directed to a separate waiting area.
    - Inpatients- Immediately place patient in droplet isolation and notify the primary care physician immediately. Follow *Inpatient Screen Tool* for directions and actions.

Phase 3
Collaborate with King County Public Health Coalition for specific directions and actions.

Suggested Scripts for Flu Symptom Screening

Follow the script found on the accompanying "Important Flu Information" screening signs. One sign for if the answer is NO to all of the symptoms and one for is they answer is YES to one or all of the symptoms.