Administrative Precautions Due to Coronavirus

APPLICATION

All Samaritan Health Services (SHS) Employees.

POLICY

In an effort to protect our employees, patients and communities, as well as reduce the risk and spread of COVID-19 (coronavirus), Samaritan is increasing its level of response and implementing administrative precautions. These precautions were put into effect on 3/12/2020 and will be reviewed bi-weekly.

PROCEDURE

DEFINITIONS:

1. Social Distancing: Remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet) from others when possible.

IMPLEMENTATION:

1. All non-essential SHS business travel is suspended until further notice.
   A. Additional information on this policy change can be found in the policy section of the SHS Insider coronavirus site
2. Virtual meetings will be encouraged unless physical presence is necessary
3. Samaritan sponsored community education classes will be cancelled or converted to virtual classes unless approved by site senior leadership.
4. Meetings and events of more than 20 attendees will not be permitted until further notice.
   A. Events and meetings with fewer than 20 attendees that need to be held, should be done with maximum social distancing. (effective 3/17/2020)
5. Samaritan employees that have the necessary equipment, access and whose work responsibilities and duties allow, are encouraged to work remotely upon manager approval.
   A. Remote network access policies are still in effect
   B. If you do not currently have the equipment or access necessary, do not contact Information Services to request at this time. The task force is working on business continuity planning and once the strategy is finalized employees will be contacted if they will access our systems from their home PC or receive equipment and access to allow remote work.
6. We are asking all volunteers to step away from their duties at this time until further notice.
7. Student rotations or internships are not permitted until further notice.
8. Program-required clinical rotations will continue; all other clinical rotations are not permitted until further notice.
9. Supply Chain Vendors - not allowed to observe, support, solicit, unless requested by clinical leadership
10. Self-service food stations are not permitted in the cafeterias (effective 3/17/2020). Handwashing/Sanitizing stations must be at the entry of all cafeterias/cafes.
11. Wherever possible all waiting areas, employee lounges, cafeterias, conference rooms, workspaces, should be configured to allow minimum social distancing of 3 feet, if possible social distancing of 6 feet or more is preferred.
12. Travel from external consultants and/or candidates should be reviewed with your manager to determine if travel is essential or can be postponed. Travel from areas of widespread community outbreak is not permitted.

13. Potlucks and food brought into the facility for sharing will not be permitted.

REFERENCES
- NONE

REVIEW/REVISION HISTORY

<table>
<thead>
<tr>
<th>Date of Revision</th>
<th>Revision #</th>
<th>Revision / Review</th>
<th>Revision Description</th>
<th>Collaborated With (i.e. Standardization Committee, VP’s, Quality, Risk)</th>
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<tr>
<td>3/16/2020</td>
<td>0</td>
<td>New</td>
<td>SHS Coronavirus Task Force</td>
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<tr>
<td>3/23/2020</td>
<td>1</td>
<td>Revision</td>
<td>Updated language regarding potlucks and food sharing</td>
<td>SHS Coronavirus Task Force</td>
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If printed, this document is current for this date only: March 23, 2020
Current Policy and Procedures can be found on the SHS intranet.