APPLICATION

All Samaritan Health Services (SHS) Workforce Members entering SHS hospitals, ambulatory surgery centers, or outpatient dialysis facilities

DEFINITIONS

1. Essential Individuals:
   - Facility staff and prospective staff seeking employment
   - Facility healthcare volunteers
   - Outside medical personnel
   - Emergency responders including EMS, Fire and Police
   - Vendors, but only when access to facility is required
   - Licensing/Survey staff
   - Legal guardians
   - Friends or family members who must accompany a patient to a procedure, when no facility staff are available to provide that service
   - Friends or family members visiting during end-of-life stages
   - A spouse, spousal equivalent or other support person to accompany an individual giving birth

INSTRUCTION STEPS

Prior to entering an SHS hospital, all Essential Individuals will complete visual screening and attest to completion of screening questions and that they answer no to each of the questions by providing their employee number/name for the paper log. The questions are:

A. Are you experiencing new symptoms (not related to hay fever or seasonal allergies) such as fever, sore throat, runny nose, cough, shortness of breath, body aches or fatigue?
B. Have you had unprotected contact with known or suspected COVID-19 cases in the last 14 days?
C. Have you had testing for, or diagnosis of, COVID-19 in the last 14 days and have not been cleared by employee health to return to work?
D. Have you traveled internationally in the last 14 days?
E. Have you traveled on a cruise ship in the last 30 days?

If the essential individual answers yes to any of the questions above, they will not be granted access to the facility. Employees will follow up with their manager and/or employee health to discuss before self-attestation or entry to the facility can occur.

Sign-in and attestation materials will include:

- Signage with screening guidelines in accordance with state requirements
• Notebooks for sign-in, including date, name and/or employee ID (if applicable) and role that will be completed by the screener

The screening and attestation procedure is as follows:
1. Essential Individual reviews screening signage and agrees that they meet the outlined criteria.
2. Essential Individual provides role, name and/or employee ID (if applicable) to staff at entry booth.
3. Staff at entry booth enters date, name, employee ID (if applicable) and role of Essential Individual (visitor, staff/clinician, or EMS/Fire/Law Enforcement)
4. Screening entry booths should be located at these sites:
   A. All accessible hospital entries
   B. Ambulatory surgery center entries

SHS Screening Response:
• If Essential Individual is asymptomatic and answer no to all of the questions, they can proceed into the facility upon completion of attestation.
• If Essential Individual is asymptomatic and refuses to attest, even after discussion with Manager, employee is sent home.
• If Essential Individual is presenting symptoms, employee is sent home and should follow standard sick leave policy.

Document Storage
• Hospital Incident Command Centers will retain all documentation when not in use. All paper should be stored in a Bankers Box.

ATTACHMENTS
• NONE

REFERENCES
• SHS Policy: Temporary SHS Visitor Policy in Response to COVID-19

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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<tbody>
<tr>
<td>3/26/2020</td>
<td>0</td>
<td>New</td>
<td>Application updated to specify locations where this process is to be followed</td>
<td>SHS Coronavirus Task Force</td>
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<td>3/26/2020</td>
<td>1</td>
<td>Revision</td>
<td>Application updated to specify process at entry. Screening questions updated per OHA guidance.</td>
<td>SHS Coronavirus Task Force</td>
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<td>4/8/2020</td>
<td>2</td>
<td>Revision</td>
<td>Application updated to specify process at entry. Screening questions updated per OHA guidance.</td>
<td>SHS Coronavirus Task Force</td>
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<td>4/9/2020</td>
<td>3</td>
<td>Revision</td>
<td>Screening questions updated per OHA guidance as well as process for attestation.</td>
<td>SHS Coronavirus Task Force</td>
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If printed, this document is current for this date only: April 9, 2020
Current Work Instructions can be found on the SHS intranet.