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, regarding the following:

• Symptoms including fever, coughing and shortness of breath;
• Diagnosis or testing related to COVID-19;
• Unprotected contact with individuals who have been diagnosed with COVID-19; and
• Recent travel history.

There will be screening question signage and paper sign-in notebooks at each site for all Essential Individuals to review and sign-in and self-attest upon entry to the hospital facility.

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

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, they can proceed into the facility upon completion of attestation.
- If Essential Individual is asymptomatic and refuses to sign, even after discussion with Manager, employee is sent home without pay.
- 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

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<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>
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<td>SHS Coronavirus Task Force</td>
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<td>3/26/2020</td>
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<td>Revision</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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