COVID-19 – Universal Mask Policy

APPLICATION
All Samaritan Health Services (SHS) staff (both clinical and non-clinical) working in a SHS facility.

POLICY
All employees are required to wear a face mask when in a SHS facility. This in addition to all our established Infection Prevention policies and procedures which must continue to be followed during direct patient care. SHS employees working in hospitals, clinics, and other clinical areas will be provided a procedure mask at the beginning of their shift.

More information on the types of masks that are permitted and where they can be worn within SHS facilities can be found in the mask crosswalks posted on the emerging pathogen site.

PROCEDURE
DEFINITIONS:
1. Procedure Mask:

![Procedure Mask Image]

2. Surgical Mask:

![Surgical Mask Image]

IMPLEMENTATION:
1. Process to Obtain and Discard Procedure/Surgical Mask (all references to mask will include either style unless specifically noted)
   A. A mask will be issued at the start of each shift, for those individuals working in one of the clinical settings outlined above. Masks will be provided at each entrance to the hospital and will be used throughout the shift. In the corporate and non-clinical areas, cloth masks will be made available to staff to keep and wear within SHS facilities.
   B. If the mask becomes visibly soiled, saturated or damaged, a new mask must be obtained. Stock will be securely stored in each clinical setting.
C. Should you need a replacement mask, you must request one from supervisory personnel/charge nurse in the clinical area you are working.

D. In the outpatient departments that are not within the hospital, masks will be obtained at the start of your shift from your manager or their delegate.
   1) All personnel should make every effort to preserve the supply of PPE and reduce the need for replacement masks whenever possible.
   2) Infection Prevention guidelines should be followed on the use and reuse of masks.

E. In the corporate departments that are not within the hospital, cloth masks will be made available. Cloth masks should be laundered before use and taken home at the end of each shift and laundered.

F. At the end of each shift, personnel will be asked to doff their mask as they exit the building. Receptacles may be placed at each exit so that masks may be collected for potential decontamination should reuse become necessary.
   1) Please do not place visibly soiled, saturated, or damaged masks in these receptacles.
   2) Damaged masks should be discarded in the trash.

2. Infection Prevention Guidance on Mask Use and Reuse
   A. To Doff mask with intent to reuse
      1) **Perform hand hygiene**
      2) Remove mask
         a. Remove *procedure mask* by holding ear loops. The front is contaminated, so remove slowly and carefully.
         b. Remove *surgical mask* by untying lower ties FIRST. Untie upper ties last. The front is contaminated, so remove slowly and carefully. Ensure ties do not fall into clean interior side of mask.
      3) After removing mask, visually inspect for contamination, distortion in shape/form. If soiled, saturated or damaged the mask should be discarded.
      4) If the mask is NOT visibly soiled, saturated or damaged, saturated, carefully store in a breathable container.
      5) **Perform hand hygiene.**
   B. To Re-Don Mask
      1) **Perform hand hygiene**
      2) Grasp mask
         a. Pinch procedure mask at the ear loops or
         b. Grasp upper ties on surgical mask
      3) Place over face
         a. For *procedure mask*: Secure ear loops behind ears.
         b. For *surgical mask*: Secure upper ties first, behind head. End by securing lower ties behind head.
      4) **Perform hand hygiene**

C. A single mask can be worn between different patients according to the Facemask-Extended Use and Reuse Procedure. The universal face mask cannot be worn in an isolation room.

3. Conservation of PPE
   A. Samaritan Health Services does not have an inexhaustible stock of masks for staff utilization. Due to the quick action that we took several weeks ago to conserve our supply, through our supply

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Current Policy and Procedures can be found on the SHS intranet.
chain working around the clock to secure additional masks for our use, and community donations we are in a position to implement this policy.

B. We have no way to predict how long this pandemic will affect us. In an effort to ensure masks continue to be available to healthcare workers, we must make all efforts to conserve our supply. In the event the supply of masks prohibits this policy, distribution of masks will be prioritized based on the highest risk clinical activities. Materials management is working diligently to secure additional stocks of masks.

C. Used masks that are not visibly soiled, saturated, or torn will be collected as a potential safeguard for the future. Soiled, saturated, or damaged masks should be disposed of as routine trash.

D. Facemask – Extended Use and Reuse Procedure should continue to be followed during direct patient care.

REFERENCES

• SHS Work Instructions:
  o Facemask – Extended Use and Reuse Procedure
  o COVID-19 Screening Upon Facility Entry
  o PPE Conservation – In Times of Need
  o Inpatient Mask Crosswalk
  o Outpatient & Corporate Mask Crosswalk

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>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2020</td>
<td>0</td>
<td>New</td>
<td>Updated to include all staff within a hospital, clinic or procedural area. Updated instructions for discarding, clarification of not using universal mask in isolation rooms.</td>
<td>SHS Coronavirus Task Force, Administration</td>
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<tr>
<td>4/9/2020</td>
<td>1</td>
<td>Revision</td>
<td>Updated policy to state that universal mask must be worn.</td>
<td>SHS Coronavirus Task Force</td>
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<tr>
<td>4/28/2020</td>
<td>2</td>
<td>Revision</td>
<td>Updated to provide additional clarity on the types of masks that are permitted.</td>
<td>SHS Coronavirus Task Force</td>
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<tr>
<td>5/1/2020</td>
<td>3</td>
<td>Revision</td>
<td></td>
<td>SHS Coronavirus Task Force</td>
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