APPLICATION

All Samaritan Health Services (SHS) staff working in areas where patient care is provided.

POLICY

All employees working in inpatient units, ambulatory clinic spaces, and procedural areas where patient care is provided will be strongly encouraged to wear procedure/surgical face masks at all times while in their respective clinical care settings. This in addition to all our established Infection Prevention policies and procedures which must continue to be followed during direct patient care.

This is a staff policy and asymptomatic visitors will not be instructed to wear a face mask at this time.

PROCEDURE

DEFINITIONS:

1. Procedure Mask:

2. Surgical Mask:

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 care settings outlined above. Masks will be available at each entrance to the hospital and will be used throughout the shift.
   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. More information can be found at the end of this document.

E. **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.

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 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.

If printed, this document is current for this date only: April 2, 2020
Current Policy and Procedures can be found on the SHS intranet.
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. We are evaluating a plan to potentially reprocess masks that will ensure they are safely sanitized
and sterilized. Reprocessed procedure/surgical masks will not be put into circulation until we
have evaluated that plan and communicated the change in practice. However, if it is needed,
reprocessing will help ensure we maintain a healthy stock of PPE.
E. Facemask – Extended Use and Reuse Procedure should continue to be followed during direct
patient care.

REFERENCES
- SHS Work Instructions:
  - Facemask – Extended Use and Reuse Procedure
  - COVID-19 Screening Upon Facility Entry
  - PPE Conserva

REVIEW/REVISION HISTORY

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<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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