Corporate Site Staffing in Response to COVID-19

APPLICATION
All Samaritan Health Services (SHS) Workforce Members and corporate locations.

POLICY
To promote social distancing and reduce the spread of COVID-19 for SHS patients, employees and others in the community, only essential staff will be permitted on-site in accordance with Oregon Executive Order 20-12 Stay Home, Save Lives (“Executive Order”).

PROCEDURE
DEFINITIONS:
1. Social Distancing Officer: An individual identified at each site that is charged with ensuring that social distancing guidance as provided by OHA and the Governor is being followed.
   A. Chain of Command – Staff can contact their direct supervisors who will work with the Social Distancing Officer to address requests and assess needs.

IMPLEMENTATION:
1. This temporary policy assumes the following circumstances. Should any of these circumstances change, this policy will be updated accordingly:
   A. SHS corporate sites are not currently under quarantine.
   B. Off-site staff and customers continue to produce mail which must be managed on-site.
   C. Continued availability of mail-handling vendors Metro Presort, City Deliver, and Document Center to support inbound and outbound mail.
   D. Continued availability of cleaning and building maintenance services.
   E. Continued availability of other vendors supporting on-site work.

2. While the Executive Order is in place:
   A. Limited on-site essential functions will be maintained by a designated on-site team to support operations. A list of staff who have been deemed essential to business functions will be maintained by department managers and communicated to the designated Social Distancing Officer at each site. Critical services necessary to perform essential business functions on-site currently include, but are not limited to:
      1) Critical services as identified by executive leadership or the Social Distancing Officer
      2) Mail Room Services
      3) Front Desk/Lobby Staffing (unless lobby is closed to visitors)
      4) General Management and oversight
      5) Facilities Management

If printed, this document is current for this date only: March 26, 2020
Current Policy and Procedures can be found on the SHS intranet.
B. Executive Leadership will minimize the number of staff needed on-site to perform identified essential functions. Where possible, staggered hours will be implemented.

C. Staff working off-site who need items from a corporate location must contact the site or department’s Social Distancing Officer to make arrangements for obtaining those items.

D. The Social Distancing Officer will ensure that any staff allowed access to the building are maintaining a minimum of 6 feet of distance at all times. Staff will follow the requirements outlined by the Executive Order to the greatest extent possible, including those for Outdoor Recreation and Travel.
   1) Staff will not share offices or be situated in cubes directly next to one another.
   2) Any meetings between staff members will be conducted by phone, Microsoft teams or other telephonic means whenever possible. If in-person meetings are necessary, a 6-foot distance will be maintained.
   3) Staff will clean their work surfaces with antiseptic wipes every morning and after every interaction with others, including members of the public.
   4) Staff working in corporate buildings will follow all SHS Infection Prevention and Employee Health policies and restrictions, specifically those regarding Coronavirus (COVID-19).

E. The areas to be cleaned by janitorial personnel will be reduced to those areas used by on-site staff.
   1) Shared surfaces like door handles, time clocks, and kitchen spaces will be cleaned daily.

F. Visitors may be asked to use telephones in vestibules or follow other site-specific processes developed by executive leadership in order to meet social distancing standards.

3. This temporary policy remains in effect until Executive Order No. 20-10 expires or is terminated, or OHA informs SHS that the policy may be rescinded.

REFERENCES
- Executive Order No. 20-12, Office of the Governor, State of Oregon
- Temporary SHS Visitor Policy in Response to COVID-19

REVIEW/REVISION HISTORY

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<th>Date of Revision</th>
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<th>Revision / Review</th>
<th>Revision Description</th>
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