

Instructions for Screeners

PPE & CLEANING EQUIPMENT/AREA

Proper PPE for door is the face mask and eye protection provided. PPE must be worn at all times by door screeners. Please try not to touch the outside of your PPE. When/if you do, please sanitize your hand with sanitizer provided.

Oxivir wipes have been provided to disinfect surfaces and equipment. Be sure to use gloves when handling Oxivir Wipes. Gloves are not to be worn by door screeners and are used only for disinfecting surfaces and eye shields with Oxivir wipes.

ALL WHO ENTER FACILITY

Ask screening questions and take temperature. **VISITORS** passing the screening are to be provided with a visitor guidelines card provided in the screening kit.

If a **VISITOR** is wearing a sticker with the current date and reenters the facility, please **retake** their temperature. You do not need to ask the questions again. **EMPLOYEES** wearing a sticker with the current date **do not** need to be rescreened

We will **not** be screening patients arriving in the ED entrance, this will be handled by the emergency room staff.

VENDORS and **CONTRACTORS** entering though the loading dock will be screened as **EMPLOYEES**

RETAIL DELIVERY DRIVERS (i.e. flowers and restaurants) are not allowed in the medical center and staff must meet them at the main entrance.

For all **DONATIONS** please refer to the donations instruction sheet. Provide **DONORS** with a donation instruction handout provided in the screening kit.

ALL WHO DO NOT PASS QUESTIONNAIRE

If a **VISITOR** does not pass the questionnaire, give them a *visitor packet*, a handmade mask, and send home. Instruct them to contact their provider if symptoms are present.

If an **OUTPATIENT** with an appointment does not pass the questionnaire, provide them with a handmade mask and ask them to go to their car and call provider regarding the appointment to determine if they should be seen today/further instructions.

If an **EMPLOYEE** does not pass the questionnaire, give them an *employee packet*, mask and send home. Instruct them to contact their provider, supervisor and employee health.

***If you encounter a situation that you are unable to handle or have questions please refer to the contact numbers listed on the screening algorithms.**