



# COVID-19 SCREENING AND INFECTION CONTROL POLICY

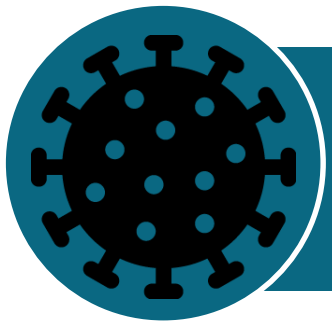


Jordan-Lindsay Morris MPH CHES  
Safety Officer  
[jmorris@publichealthmdc.com](mailto:jmorris@publichealthmdc.com)



# How to successfully implement COVID-19 safety measures

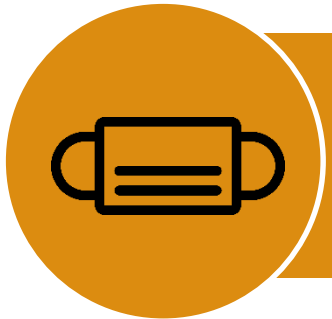
- **Read the policy.** This training is a overview of the policy
- **Develop program reactivation plan.** All programs returning to service will need to supplement policy with program specific guidance
- **Participate in trainings.** This may require reading, watching videos or participating in “Just in Time” training through your program
- **Report training completion.** Supervisors or program trainers will work with Safety Officer to ensure documentation of training completion.



# Background and Key Terms



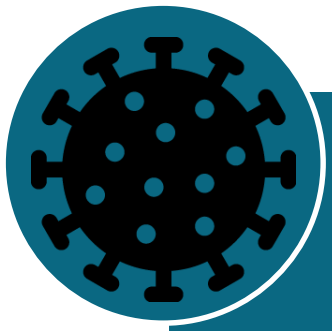
## Customer Safety



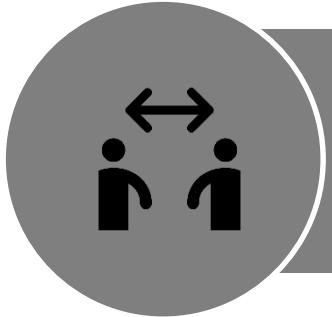
## Employee Safety



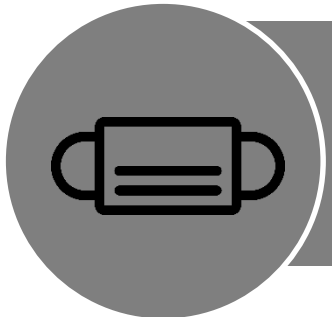
## Equity in Safety



# Background and Key Terms



Customer Safety

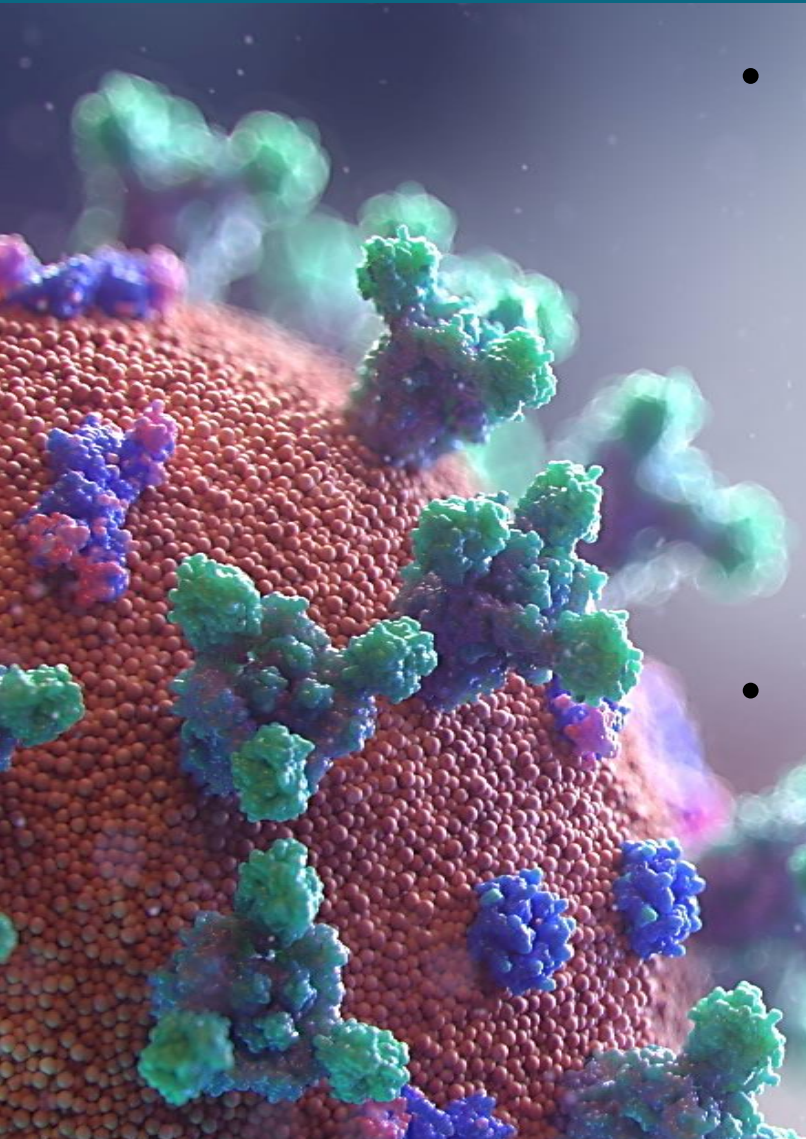


Employee Safety



Equity in Safety

# Background



- To address asymptomatic and pre-symptomatic transmission of COVID-19 and implement source control for everyone entering a PHMDC office or clinic, or going into homes, licensed establishments and other community settings.
- To implement additional infection control measures to prevent transmission of COVID-19 within clinics, offices and field spaces.

[Click here to read COVID-19 Screening and Infection Control policy](#)

# Key Terms

- Surgical Mask (face mask) vs. N95 Respirator
- High Exposure Risk
- Medium Exposure Risk
- Low Exposure Risk
- [Glossary of terms](#)

## Understanding the Difference



**Surgical Mask**



**N95 Respirator**

### Testing and Approval

Cleared by the U.S. Food and Drug Administration (FDA)

Evaluated, tested, and approved by NIOSH as per the requirements in 42 CFR Part 84

### Intended Use and Purpose

Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the patient from the wearer's respiratory emissions.

Reduces wearer's exposure to particles including small particle aerosols and large droplets (**only non-oil aerosols**).

### Face Seal Fit

Loose-fitting

Tight-fitting

### Fit Testing Requirement

No

Yes

### User Seal Check Requirement

No

Yes. Required each time the respirator is donned (put on)

### Filtration

Does NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection

Filters out at least 95% of airborne particles including large and small particles

### Leakage

Leakage occurs around the edge of the mask when user inhales

When properly fitted and donned, minimal leakage occurs around edges of the respirator when user inhales

### Use Limitations

Disposable. Discard after each patient encounter.

Ideally should be discarded after each patient encounter and after aerosol-generating procedures. It should also be discarded when it becomes damaged or deformed; no longer forms an effective seal to the face; becomes wet or visibly dirty; breathing becomes difficult; or if it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.



# High Exposure Risk Roles

- Employees whose roles require testing or treating known or suspected SAR-CoV-2
- PPE required includes: N95, gown, gloves and face shield



# Medium Exposure Risk Roles

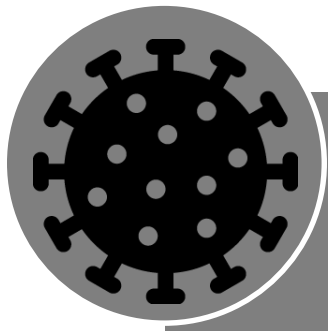
- Employees that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19
- PPE required : N95 when physical distancing can not be maintained and additional PPE (gloves, face shield, gown) according to job function and supply



# Low Exposure Risk Roles

- Employees that **do not** require contact with people known to be, or suspected of being, infected with SARS-CoV-2.
- Employees who do not have frequent close contact with coworkers, customers, or the public.
- [Cloth face covering is required](#)

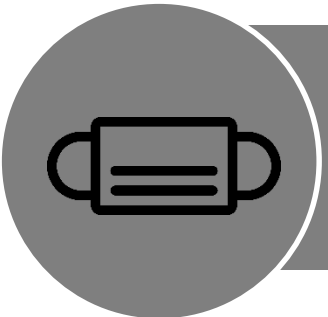




Background and Key Terms



Customer Safety



Employee Safety

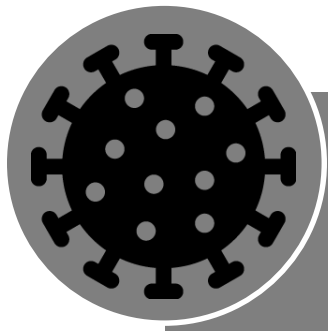


Equity in Safety

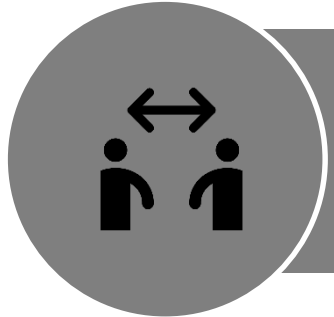
# What precautions should customers take?

All customers should...

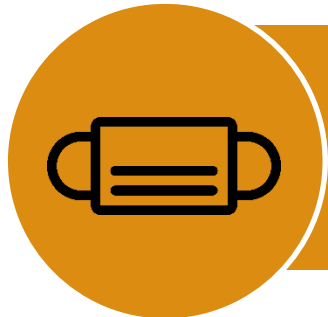
- Wear a face covering, if possible
- Practice physical distancing
- Practice hand hygiene
- Monitor symptoms before appointment
- Stay home and reschedule appointment if sick
- Limit number of care partners



Background and Key Terms



Customer Safety



Employee Safety



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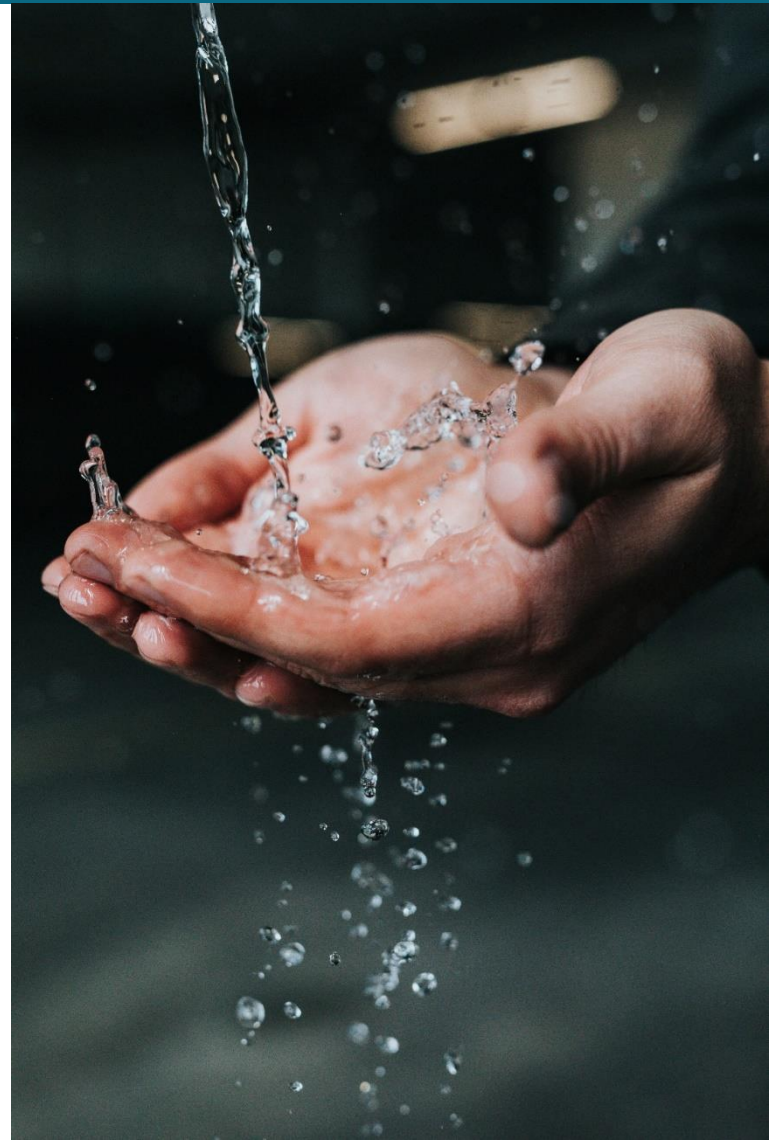
# Hand Hygiene

Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections

**CDC recommends using ABHR with greater than 60% ethanol or 70% isopropanol**

**Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom**

[Watch Hand Hygiene](#)



# Donning PPE

- 1. Identify and gather the proper PPE to don.**
- 2. Perform hand hygiene using hand sanitizer.**
- 3. Put on isolation gown.** Tie all of the ties on the gown.
- 4. Put on N95** N95 should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator under your chin or store in scrubs pocket between patients.

**N95:** N95 straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the N95.
- 5. Put on face shield or goggles.** Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
- 6. Put on gloves.** Gloves should cover the cuff (wrist) of gown.

[Watch Donning Video](#)

# Doffing PPE

- 1. Remove gloves.** Ensure glove removal does not cause additional contamination of hands.
- 2. Remove gown.** Untie all ties. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.
- 3. Perform hand hygiene.**
- 4. Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
- 5. Remove and Save N95.** Do not touch the front of the N95.  
**N95:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the N95 away from the face without touching the front of the N95.
- 6. Perform hand hygiene after removing the N95**

[Watch Doffing Video](#)

# Environmental Infection Control Measures

**Exam rooms:** employees using exam rooms must wipe down all surfaces and equipment before and after each customer including all non-disposable medical equipment (e.g., scale, thermometer, stethoscope, pens, etc.) should be cleaned and disinfected according to best practices and manufacturer instructions.

**Waiting area:** wipe down furniture and high contact surfaces (door handles, copy machines, etc.) at least twice daily.

**Mamava:** post signs with instructions for cleaning after use. Supply with cleaning supplies.

# Environmental Infection Control Measures

**Cubical/workspace:** employees will wipe down frequently touched areas (e.g. mouse, keyboard, phone, etc.) at the beginning and end of the day including keeping individual office's door closed.

**Lobby:** wipe down furniture and high contact surfaces at least twice daily, include front desk barrier.

**Break room:** If you use the breakroom, it is the employee's responsibility to disinfect it after use.

**Conference rooms:** If you use a conference room, wipe down surfaces before and after each use and apply 6 feet physical distancing when in use.

# Decontaminating N95

Time as inactivation(paper bag method) :

- easy to implement
- low cost
- works for respirators that are both cellulose and non-cellulose based
- works for all respirators regardless of whether they have an exhalation valve.

# Decontaminating N95 Procedures

- After respirator use, place respirator in a paper bag,
- Date the bag.
- Place it in a room temperature, non-humid setting.
- After 5 days, the respirator is considered to be decontaminated (for coronavirus only) and may be re-used.
- Staff will maintain their own supply of respirators.

## **Exceptions:**

- A respirator that has been contaminated with body fluids, is torn, elastic straps stretched out, etc., should be thrown away.
- Employee must evaluate the respirator's integrity prior to each use and perform a seal check every time they don the respirator.
- If a respirator does not pass a seal check it should be thrown away.

[How to perform a seal check on a respirator](#)

# Prior to Arrival and Arrival

- COVID-19 screenings must be done before appointment and repeated at the time of appointment
- Clear instructions regarding safety needs to be communicated with customers before and at the time of appointment

## Prior to Arrival

- For all services, utilize telehealth when possible.
- Complete as much of the appointment using telehealth for in-person appointments
- When necessary, get informed consent for appointments held curbside, parking lots, parks, etc.(where other people may be present)

Use specific guidance determined by job function\*

- [Clinic](#)
- [Home visitors](#)
- [Other field workers](#)

\*Additionally, all programs will create reactivation plan

# Prior to Arrival and Arrival

## Arrival

- For clinical or required fieldwork (i.e. inspections) use N95 mask if you are unable to maintain physical distancing of 6 feet or more. Make sure you are properly fit tested to wear an N95 mask.
- All staff will wear cloth face coverings while working in office spaces in alignment with Dane County policy.
- Employees will wear additional PPE( e.g. gown, face shield, gloves, goggles) according to job function

Use specific guidance determined by job function\*

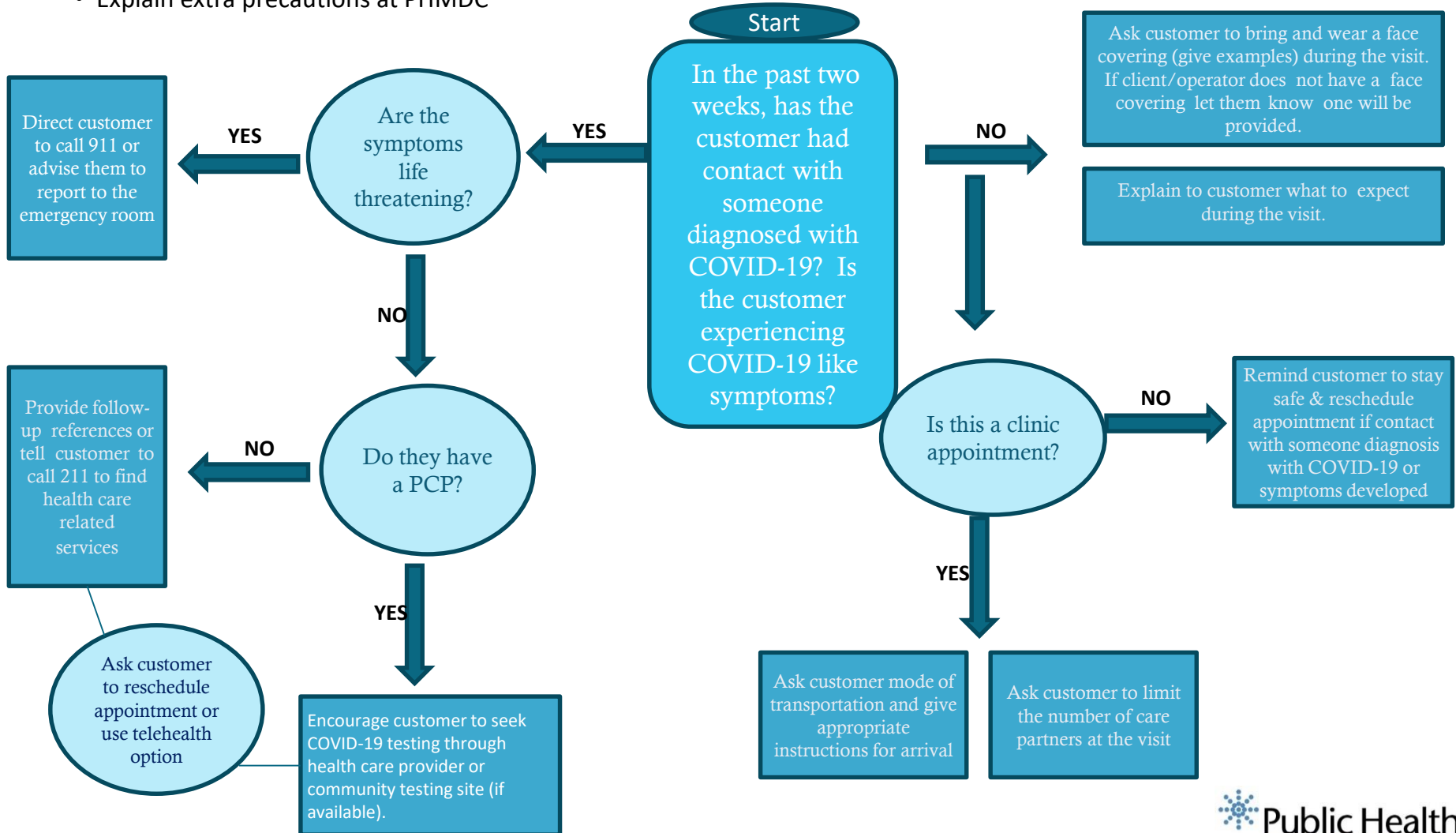
- [Clinic](#)
- [Home visitors](#)
- [Other field workers](#)

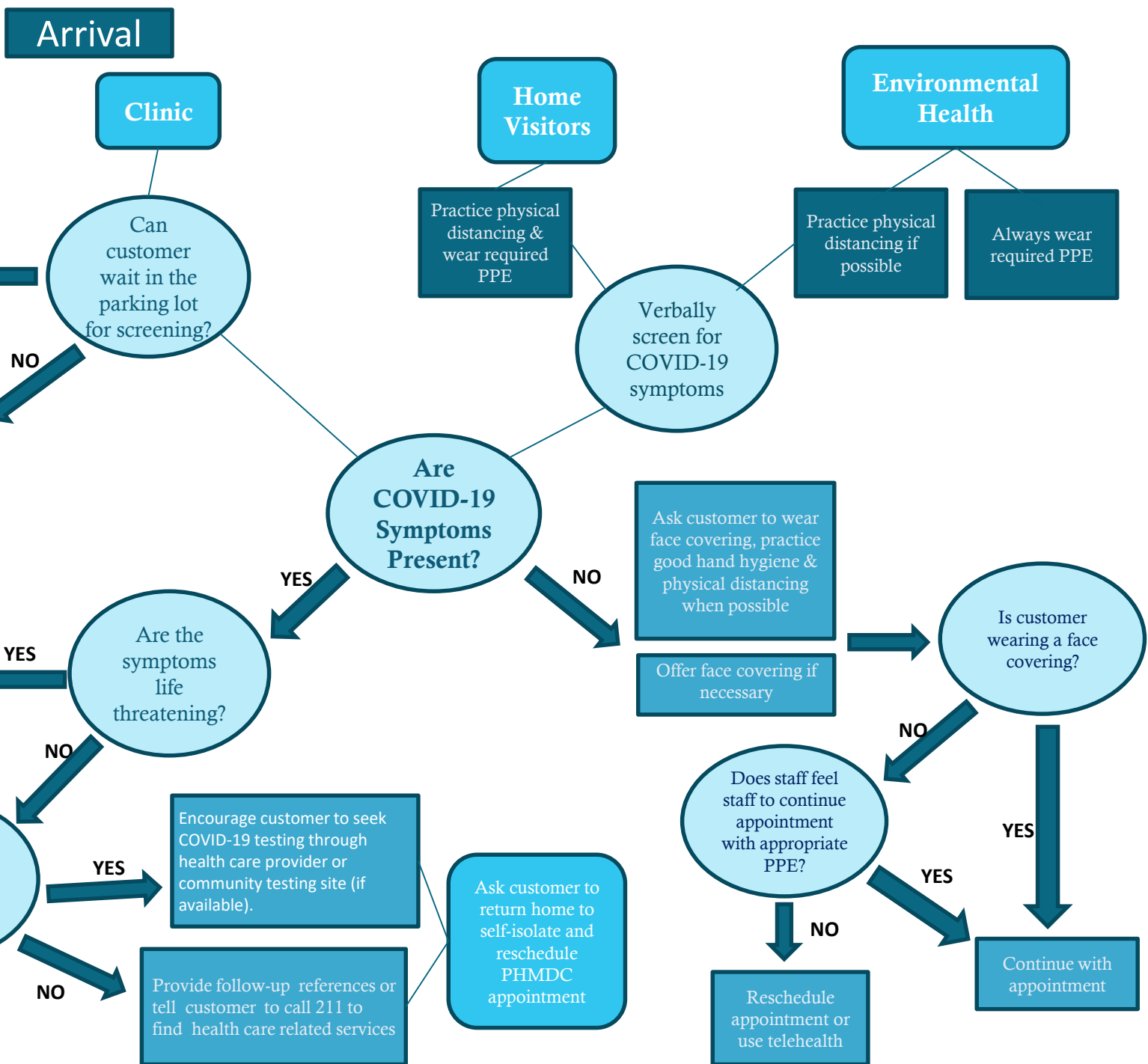
\*Additionally, all programs will create reactivation plan

# Prior to Arrival

Call customer the day before appointment (or on Friday for Monday appointments) to assess for COVID-19 symptoms

- Use appropriate script
- Remind customer to cancel appointment if symptoms develop
- Explain extra precautions at PHMDC





# How do I protect myself?

- Practice good hand hygiene
- Wear appropriate PPE according to job function
- Disinfect workspace or office 2x/daily
- Practice physically distancing
- Consider telehealth appointments first
- Consider videoconferencing for meetings first
- Move towards using paperless forms

# How do I protect others?

- **Do not report to the office, clinic or a field location if sick with any illness**
- Document daily COVID-19 self-screening including temperature (fever above 100.4, cough, shortness of breath, etc.). [Screening tool](#)
- If an employee notices another employee reporting to work ill, they will inform their supervisor
- Do not shake hands or give hugs
- Cover coughs or sneezes (into the sleeve or elbow)
- No sharing food, including potlucks
- No sharing personal items including pens

# What do I do if I am sick?

- If at work let your supervisor/ICS lead know and go home
- Follow CDC for isolation procedures, if COVID-19 like symptoms and/or tested positive for COVID-19
- Use screening tool to track your symptoms
- Work with your supervisor and follow CDC return to work guidance. Follow up with the Safety Officer if symptoms fall under CDC guidance for COVID-19 symptoms
- For non-COVID-19-like symptoms, do not report to work. Continue to follow pre-COVID-19 PHMDC and Dane County illness procedures.
- Employees who develop symptoms outside of work should notify their supervisor and ICS lead if appropriate, stay home and contact their primary care provider.

# How do I physically distance?

- When scheduling meetings (internally or externally) consider videoconferencing first.
- If videoconferencing is not a valid option, follow the new maximum capacity guidelines for conference rooms. (113 sqft. per person)
- If possible, employees use one point of entry (e.g. back door at EWO, side door of CCB suite 507), that is different from customers point of entry.
- Seat employees in ways that allow for 6 feet physical distancing

# What if I can not physical distance?

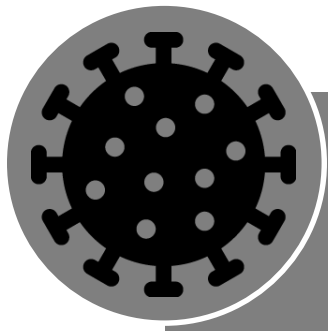
- If your job function does not allow you to maintain physical distance (6 feet or greater), wear N95
- Consider telehealth/videoconferencing
- Reschedule appointment or move appointment to a public site that allows physically distancing with consent of customer

# How to troubleshoot Non-Adherence

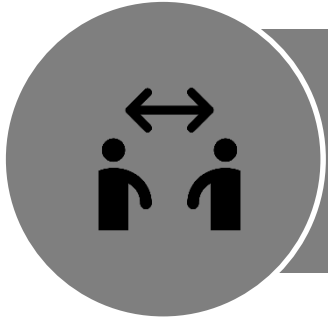
- If an employee reports to work sick please inform your supervisor
- If a customer is not able to meet safety measures offer other accommodations (e.g. telehealth)

# What do I do If Exposed at Work?

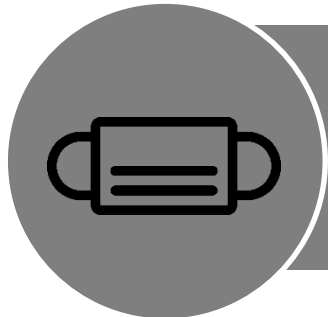
- Contact supervisor immediately and follow guidance in the link below.
- [COVID-19 Exposure, Sick Leave and Vaccine Protocols](#)



Background and Key Terms



Customer Safety



Employee Safety



Equity in Safety

# Masking

- Accommodations should be made for customers who can not wear a mask:
  - Some health conditions may keep customers from being able to wear a cloth face covering.
  - It may be challenging, dangerous, or stressful for individuals with disabilities.
  - Customers may not feel safe wearing a mask for many reasons including emotional, behavioral, and trauma experiences.
  - Customers may also fear racial profiling or discrimination based on wearing – or not wearing – a face covering.
- Some customers may be hard of hearing and will need to read lips or require an interpreter

# Accessing Services Through Telehealth

Possible barriers to access PHMDC services through telehealth. Accommodations will need to be made:

- Access to cell phone or smart phone
- Access to broadband internet
- Digital literacy
- Some customers will need language services
- Meet customers where they are, consider flexible hours

# More Equity in Safety Considerations

- Transportation
- Underlying medical conditions(customers and employees)
- Waiting and providing care in inclement weather conditions
- Accessing primary care and health insurance for customers presenting with COVID-19 –like symptoms
- Childcare

# Appendices

- [Appendix A](#) Glossary of Terms and More
- Appendix B: [Clinic Script](#) [Environmental Health Script](#) [Home Visitor Script](#) [Before and After Arrival COVID-19 Flowchart](#)
- Appendix C: [Wellness Guidance](#) [Office Safety Guidelines](#)
- [Appendix D](#) Symptoms Tracker
- Appendix E: N95 Decontamination
- [Appendix F](#) Cloth Face Covering or Masking Policy
- [Appendix G](#) Forward Dane
- [Appendix H](#) Protocol for COVID-19 for High Exposure Risk Roles
- [Appendix I](#) N95 Contingency and Crisis Capacity Guidance

# References

- COVID-19: Personal Protective Equipment (PPE)*. (2020, June). Retrieved from Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/publications/p02699.pdf>
- National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases. (2020, May 22). *About Cloth Face Covering*. Retrieved from Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
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