

# HEALTHWEST

## POLICY

#07-022

Prepared By:

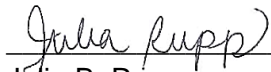
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Approved By:

Subject: Coronavirus Workplace  
Infection Protection



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### I. PURPOSE

To ensure the safety of staff and consumers entering all HealthWest locations, to minimize the spread of Covid-19.

### II. APPLICATION

All staff entering any building operated by HealthWest

### III. PROCEDURE

#### A. Seriousness of compliance with the policy

Each one of us determines our collective safety. Do not have a false sense that serious issues with COVID-19 can only affect other people, not you. The coronavirus is particularly serious because you do not know if you are a carrier who can infect someone else. While most people who get the coronavirus will not get that ill, some will and some will die, at a greater rate than many other viruses.

At HealthWest, we are following the recommendations put forth by the Center for Disease Control, MIOSHA, and our local Public Health Director. Because of this, this procedure will change as more becomes known about this novel virus and the recommendations put forth by the Center for Disease Control, MIOSHA, and the Health Department are changed.

B. Preventing the spread of the Coronavirus in the workplace. HealthWest is classified as a healthcare facility.

1. Social Distancing: We will follow the social distancing guidance set forth in the HealthWest Covid Operations Plan.
2. Handwashing: Frequent handwashing with warm, soapy water for at least 20 seconds is required. If handwashing is not possible or practical, you should use the alcohol-based hand sanitizers provided throughout the workplace and in agency vehicles.
3. Properly Cover Coughs and Sneezes: When sneezing or coughing, do so into your elbow, with your elbow fully covering your mouth. Do not sneeze or cough into the open air or into your hand, as that may transfer the virus to other areas or to things you touch. If you use a tissue, discard used tissues in a wastebasket.
4. Avoid Touching Your Face: You should avoid touching your hands to your face (eyes, nose, and mouth) as this increases the risk of infecting yourself or others.
5. Clean Workspace and Frequently Used Items: You must keep your workspace clean and regularly wipe it down with disinfectant cloths, wipes, or sprays. Frequently used items must be cleaned often (copy machines, printers, common work areas, faucets, countertops, doorknobs, etc. will be cleaned every 3 hours or more frequently if needed).
6. Avoid Sharing Equipment: Do not use other people's phone, desks, computer keyboards, pens, staplers, etc.
7. Staying home when sick: Employees who feel sick must not report to work and should report their symptoms to their supervisor (in addition to calling the sick line).

The reported coronavirus symptoms can vary widely from person to person. Some of the common symptoms are fever or chills, cough, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. Promptly notify and get directions from an appropriate health care provider on how to take care of yourself and when to come to work. Promptly let your supervisor know if your health care provider restricts your work activity.

*\* We respect the appropriate confidentiality that applies to your medical information. However, with the seriousness of COVID-19 pandemic, you must not keep confidential the fact you suspect you may have been exposed to the coronavirus or that you have tested positive for it. When informing employees that someone in the workplace tested positive, we will not disclose the name of the individual.*

8. Employees who have been exposed to an individual who tests positive for COVID-19 must report to their supervisor immediately and follow proper protocols to include covid testing, use of PPE, and quarantine.

## 9. Employee Screening Before Entering the Workplace

- a. Each day an employee is required to report in-person, the employee shall be screened for symptoms of COVID-19.
- b. The screening questions are to be answered in consideration to new or worsening symptoms. In any case where an employee is experiencing a “normal” symptom (i.e. cough due to allergies) that has suddenly become worse, the employee shall answer “yes” to such symptom.
- c. In the event the employee has an existing condition that may explain the presence of a symptom regularly experienced, the employee may answer “no”.
  - i. Example 1: Diarrhea in connection with Chron’s Disease, Irritable Bowel Syndrome, etc.
  - ii. Example 2: Chronic cough from seasonal allergies, asthma, etc.
  - iii. Example 3: Congestion or runny nose due to seasonal allergies.
- d. If the employee answers “yes” to any of the symptoms or has a temperature greater than 100.3 degrees Fahrenheit:
  - i. The employee will not be allowed into the building and should return home and call supervisor immediately.
  - ii. The employee will stay home if they self-screen before leaving home and answer “yes” to any of these questions or have a fever of 100.4 degrees Fahrenheit or greater.
  - iii. The employee should contact their health care provider for further direction.
  - iv. The employee shall keep their supervisor updated on their status.
  - v. If the employee is identified as probable or confirmed for COVID-19, the supervisor will notify the Infection Control Lead or the designee.

## 10. Prevention Tools (See Covid Vaccine Flyer):

- a. Covid Vaccines are one of the tools available to fight the Covid-19 pandemic. Vaccines are very effective at keeping you from getting Covid-19. Once fully approved by the FDA, as a healthcare provider organization, getting the covid vaccine will be a condition of employment.

- b. Wearing surgical masks that cover your nose and mouth and staying six (6) feet away from other people you don't live with also helps stop the spread of Covid-19.

### C. Personal Protective Equipment

#### 1. General Mask Protocol for Consumers/Visitors (See Appendix A)

- a. Consumers or visitors to HealthWest facilities will be asked to wear a surgical mask appropriately, stay six (6) feet away from other persons at all times.
- b. Consumers or visitors who do not have a face covering of their own will be asked to wear a mask provided by HealthWest.
- c. A mask should never be placed on anyone who is unable to remove it themselves. Consumers and visitors, including young children, who are unable to remove a mask on their own should not wear a mask or face covering. Per CDC guidance, masks should never be placed on children younger than two years of age. The inability to remove a mask is considered a medical reason not to wear a mask.
- d. Consumers visiting a HealthWest facility who refuse to wear a mask should be evaluated and assessed to determine how appropriate care can be provided in the safest way.
- e. Visitors to a HealthWest facility who refuse to wear a mask or cloth face covering should be asked to remain outside the building.

#### 2. General Mask Protocol – Other

In circumstances where wearing a mask is required, the following guidance should be followed:

- a. While wearing a mask, do not touch the outside of the mask at any time.
- b. In general, you should put the mask on at the beginning of your shift and leave it in place until the end of your shift.
- c. During your lunch and formal breaks, be sure to eat or drink in areas that are not occupied by other people or where you are able to maintain six (6) feet distancing.
- d. While wearing a mask at work, you should remove it only when you are safely six (6) feet away from others and not in a common area or shared space. Do not touch the outside of the mask. If you do, immediately perform hand hygiene.
- e. If you must remove your mask during your shift, place a clean paper towel on a flat surface, then place the mask OUTSIDE SURFACE DOWN onto the paper towel while you are not wearing it. Perform hand hygiene immediately after removing your mask and immediately after re-donning it.

- f. Staff with long hair should consider wearing it pulled back at work. This generally makes donning and doffing (removing) a mask much easier and it decreases the chances of dragging your hair across the outside of the mask and contaminating your hair.
- g. Surgical mask reuse guidance:
  - i. Surgical masks intended for reuse should be carefully removed, folded so that the outside of the mask is touching itself and covering itself, then placed in a paper bag to be reused **ONLY** by the same staff member. A plastic bag should not be used, as it will not allow the mask to dry out.
  - ii. Immediately upon donning a previously used mask or doffing (removing) any mask, staff members should perform hand hygiene.
  - iii. If during the course of use of a mask, the mask becomes visibly soiled, moist, or difficult to breathe through, the mask should be replaced.

### 3. Additional Guidance on Cloth Masks/Face Coverings

- a. Cloth masks/face coverings do not take the place of surgical masks or N95 masks when current protocols, as above, state that those types of masks are required to be worn.
- b. Cloth masks/face coverings are not intended to, nor do they, protect the wearer. They are intended to decrease the spread of respiratory droplets that could contain the COVID-19 virus when the wearer of the mask coughs, sneezes, speaks, or breathes. Vented masks do not protect others and should not be worn.

### D. Providing Face to Face Services

If face to face services are needed to provide a clinical intervention, the Coronavirus (COVID-19) Screening and Assessment will occur *prior* to the intervention. If this is not possible, COVID-19 screening will occur *prior to entering* the building.

#### 1. Screening

The Screening process will include:

- a. Completion of the Coronavirus (COVID- 19) Questionnaire
- b. Temperature Check

**\*All members of the household/residence must be screened prior to entering the residence**

If an individual screens positive, staff will:

- a. Provide education regarding symptoms and safety measures
- b. Encourage individual to contact their primary care physician regarding their symptoms

- c. Provide the individual's information to the Infection Control Lead or designee for tracking and monitoring.

2. Personal Protective Equipment for Face to Face Contacts:

- a. Utilize telehealth whenever possible.
- b. Services previously requiring face to face contact will utilize telehealth whenever possible.

For services requiring a face-to-face contact:

Maintain the 6-foot rule of social distancing whenever possible.

- a. Wear a surgical mask.
  - b. If unable to maintain the 6-foot rule, eye protection should also be worn. Eyeglasses are not sufficient eye-protection. Eye protection consists of goggles or a face shield.
  - c. Any and all equipment such as ink pens, iPads, etc. must be sanitized with alcohol after each use.
  - d. Telephonic contacts whenever possible
  - e. Contacts for med boxes, paperwork, etc. will happen with as little contact as possible while wearing a surgical mask and maintaining six (6) distancing as possible.
  - f. Gloves to be worn during these contacts
  - g. Gloves to be worn when handling/passing any items with individuals coming to HealthWest or in the community
  - h. Change gloves between contacts
  - i. Wash or sanitize hands after removing gloves
  - j. Contacts with clients should occur outside whenever possible maintaining 6-foot distance
- c. Face to Face services in a person's home: i.e. Mobile Crisis, Emergency Services, Crisis Response
- a. Maintain 6-foot social distancing when possible
  - b. Meet outside when possible
  - c. Wash/sanitize hands after contact

- d. If you have to enter a home with an individual in the home screening positive on the Covid-19 questionnaire, the following PPE is required: masks, gloves, goggles or face shield, and gowns.
- d. Direct Medical Care:
  - a. Direct person to person contact such as injections, drug screens, and direct medical care will require gowns, gloves, eye protection (eye glasses are not sufficient. (Goggles or face shields must be used), masks, and shoe covers
  - b. Due to a shortage of PPE gowns may be reused until soiled or damaged.
  - c. Your mask, goggles and/or face shield are assigned to you and will not require a change between clients.
- e. COVID testing:
  - a. N95 masks (after passing fit-testing and only wearing the mask you were approved to wear via this testing).
  - b. Face shield
  - c. Goggle or face shield. Glasses are not considered sufficient eye protection.
  - d. Gown
  - e. Gloves
  - f. Hair covering
  - g. Shoe covering

## **HealthWest PPE and Staff Safety Requirements**

### Required PPE usage for HealthWest staff during COVID-19

This document will inform HealthWest staff on what and when personal protective equipment (PPE) needs to be used. **Staff should continue to use universal precautions to limit their risk of contracting COVID-19.**

Face-to-face contacts should be provided when appropriate and only limited if the individual is symptomatic or is living with someone who is symptomatic. Provide face-to-face contact with appropriate PPE outlined below. **Many of the individuals receiving services at HealthWest are either un-vaccinated or at an increased risk for serious illness and complications if they contract COVID-19.** PPE and universal precautions are imperative to prevent the spread of COVID-19. Any questions or requests to deviate from this plan should be addressed with the staff member's supervisor who should call the Covid testing line for any clarifications.

### **PROVIDING SERVICES**

- Telehealth vs. face-to-face services: Determining when an individual should receive telehealth services, face-to-face services, or a combination of the two, should be individualized per consumer. This conversation should take place during the PCP and preplanning process and be documented. If an individual requests services be provided face to face and they are not provided face to face, it must be documented why it was unsafe to provide a face-to-face service and this decision requires supervisor approval. Community based visits should not be replaced by instructing individuals to come to a HealthWest building for services.
- Telehealth guidance: Telehealth services remain the preferred method of service delivery for those in services who prefer telehealth, are equipped to participate in video telehealth services, and who are meeting goals while receiving telehealth services.
  - o iPads (or cellphones) will be assigned to teams for community-based telehealth appointments. Teams will set up a sign out process for iPads.
- Face-to-Face guidance: Face-to-face services are recommended for individuals who are not equipped to participate in video telehealth services or who would see better results with face-to-face services or a hybrid of face-to-face and telehealth services. If face-to-face services are unsafe to be provided, this needs to be documented and approved by the supervisor.
  - o When providing face-to-face services:
    - An informed Consent for In-Person Services During COVID-19 Public Health Crisis (Form C418) is required to be reviewed and signed by the individual/parent/guardian receiving in-person services.
    - HealthWest staff will use the proper PPE as defined in this guide
      - PPE to be used by staff to protect those we serve who are mostly unvaccinated.
    - 6-foot social distancing should be used whenever possible
    - Vehicles for community outreach will be assigned to teams that set up assignment processes
    - For individuals and families that come to HealthWest and refuse to wear a mask,

we will NOT refuse services. They will be roomed in the room closest to the entrance. This room should include plexiglass for environmental safety precautions. The individual/family will be given an iPad and HealthWest staff can meet with them via telehealth while they are in that room. HealthWest staff will wear a K95 mask with a face shield while interacting from a 6-foot distance. Staff will leave the rooms closest to the entrances open, when possible, to ensure these rooms are available if needed. These rooms may be used when all other rooms are occupied.

### **PROVIDED PPE:**

- All clinical staff will have access to PPE supplies to be utilized as needed/required.
- PPE available:
  - Masks (KN9, medical paper mask)
  - Face shield
  - Gown
  - Gloves
  - Hand sanitizer
- Gloves will also be readily available in all HealthWest buildings, lobbies, staff entrances, work areas where client contact will occur, and vehicles.
- PPE change will occur between clients
  - Your mask will not require a change between clients unless it is wet or soiled.

Used PPE equipment should be placed in trash bags available in all building areas and vehicles for disposal **(Except for face shields, goggles, and your personal cloth mask. DO NOT DISPOSE OF THESE.)**. Trash bags for used PPE can be placed in all garbage receptacles.

### **PPE USAGE:**

- Fitted fabric masks will not be assigned to HealthWest staff as fabric masks are not recommended in healthcare facilities. Fabric masks will be supplied to give to anyone you are meeting with that does not have a mask for their personal use outside of a HealthWest facility.
  - Fabric masks:
    - Should not be shared with others
    - Avoid touching the outside of the mask
    - Removing the mask, touch only the loops/ties over your ears
    - Avoid touching your eyes, nose and mouth when removing your mask
    - Should be stored in a labeled paper bag between usage
    - Wash hands immediately after removing your mask
    - Must be washed daily and hang to dry---place in plastic bag if taking home to wash

The following PPE guidelines will be used based on unvaccinated, partially vaccinated (1 dose of Pfizer or Moderna) or fully vaccinated (2 weeks after 2<sup>nd</sup> dose of Pfizer or Moderna or 2 weeks after single dose Johnson & Johnson vaccine) status.

Requirements are based on the activity being performed and the site the activity is occurring at. HealthWest is a healthcare facility. The Mental Health Center (MHC) is a healthcare facility, other workplace sites differ based on Emergency Temporary Standards (ETS) under MIOSHA and CDC.

The applicable guidelines for those following the Emergency Temporary Standards:

1. Screening of all employees will occur
2. Individuals (staff) suspected of COVID are not allowed in the building

### **ACTIVITIES OCCURRING AT THE MHC:**

#### **1. COVID Screening Must Occur Daily for All Staff**

A. Un-vaccinated or partially vaccinated personnel:

- KN95
- Gloves

B. Fully vaccinated personnel:

- KN95 or Surgical paper mask

#### **2. Direct Contact for Drug Screens**

A. Un-vaccinated or partially vaccinated personnel:

- KN95
- Face Shield
- Gloves
- Gown and shield for oral testing

B. Fully vaccinated personnel:

- Surgical paper mask
- Gloves

#### **3. Direct Medical Care/Injections**

A. Un-vaccinated or partially vaccinated personnel:

- KN95

- Face Shield
- Gloves
- Gown and shield for oral testing

B. Fully vaccinated personnel:

- Surgical paper masks
- Gloves

#### **4. *Direct COVID Vaccine Injections***

A. Un-vaccinated or partially vaccinated personnel:

- KN95
- Face Shield
- Gloves
- Gown and shield for oral testing

B. Fully vaccinated personnel:

- Surgical paper mask
- Gloves

#### **5. *Direct COVID Testing for All***

- Fit tested N95 mask
- Face Shield
- Gowns
- Gloves

#### **6. *Any Other Face to Face Contacts***

A. Un-vaccinated or partially vaccinated personnel:

- KN95
- Gloves
- Face Shields (only when consumer is unable to consistently wear a mask)

B. Fully vaccinated personnel:

- Surgical paper mask

### **ACTIVITIES OCCURRING AT HEALTHWEST SITES OTHER THAN THE MHC:**

#### **1. *COVID SCREENING***

A. Must occur electronically for all staff

## **2. Staff Working Without Consumer Contact**

### A. Un-vaccinated or partially vaccinated personnel:

- KN95 mask at all times

### B. Fully vaccinated personnel:

- No mask required as long as maintaining 6 ft distancing
- Mask required if moving about the facility

## **3. Home/Community Visits - Indoor Contact**

Home-Based Services (HBS) and Autism Community-Based Services

### A. Un-vaccinated or partially vaccinated personnel:

- KN95
- Gown
- Meet outside whenever possible

### B. Fully vaccinated staff and person/persons in the home screen positive:

- KN95
- Gloves
- Meet outside whenever possible

### C. Fully vaccinated staff and if no one in the home screens positive:

- Surgical paper mask

## **4. Outside Contacts**

### A. Un-vaccinated or partially vaccinated personnel:

- KN95 mask at all times

### B. Fully vaccinated personnel:

- No mask required if 6-foot distance is maintained

## **5. IPS (Individual Placement & Support) Services**

- Community work requires mask if personnel and/or client is not vaccinated
- KN95 mask required if staff is unvaccinated

## **6. Club Interactions & BOOM Youth**

- No Patient services occur at these sites
- Same requirements for staff and members

- Mask when meeting with others even with 6 ft. distancing
- KN95 mask required at all times if staff is unvaccinated

## **7. Transports**

### **Using a 12-Passenger Van (with 6-foot social distancing for persons symptomatic)**

#### **HW Staff:**

##### **A. Un-vaccinated or partially vaccinated personnel:**

- KN95
- Gloves
- Face shield if individual has positive symptoms
- Person being transported should be in the backseat passenger side to increase distance

##### **B. Fully vaccinated personnel:**

- KN95

#### **Client:**

- Mask (KN95 if tolerated)
- Gloves

### **Using a Smaller Vehicle (or transport without 6-foot social distancing)**

#### **HW Staff:**

##### **A. Un-vaccinated or partially vaccinated personnel:**

- KN95
- Gloves
- Gown and face shield if individual has positive symptoms
- Person being transported should be in the backseat passenger side to increase distance

##### **B. Fully vaccinated personnel:**

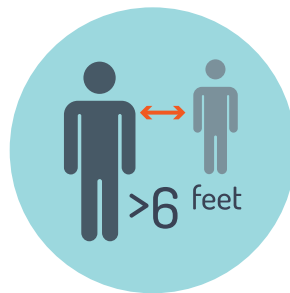
- KN95

#### **Client:** (Regardless of vaccination status)

- Mask (KN95 if tolerated)
- Gloves

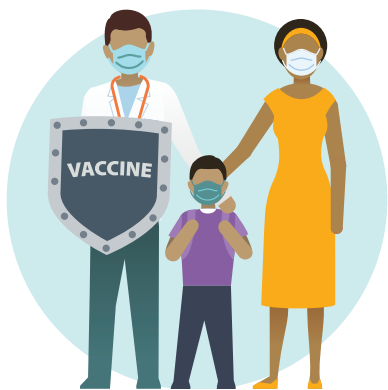
# COVID-19 Vaccines

**Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.**



To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so **your body will be ready to fight the virus**, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

Studies show that COVID-19 **vaccines are very effective** at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.



**The vaccines are safe.** The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.



**Different types of COVID-19 vaccines will be available.** Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



[www.cdc.gov/coronavirus/vaccines](https://www.cdc.gov/coronavirus/vaccines)



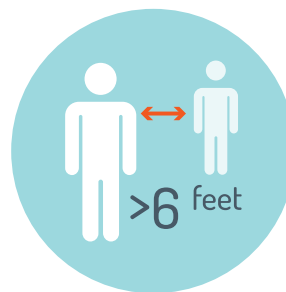
The vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever. These reactions mean the vaccine is working to help teach your body how to fight COVID-19 if you are exposed. For most people, these side effects will last no longer than a day or two.

**Having these types of side effects does NOT mean that you have COVID-19.** If you have questions about your health after your shot, call your doctor, nurse, or clinic. As with any medicine, it is rare but possible to have a serious reaction, such as not being able to breathe. It is very unlikely that this will happen, but if it does, call 911 or go to the nearest emergency room.



**When you get the vaccine, you *and* your healthcare worker will both need to wear masks.**

CDC recommends that during the pandemic, people wear a mask that covers their nose and mouth when in contact with others outside their household, when in healthcare facilities, and when receiving any vaccine, including a COVID-19 vaccine.



**Even after you get your vaccine**, you will need to keep wearing a mask that covers your nose **and** mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. **We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.**