



MedStar Health

It's how we **treat people.**

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Guidebook for Preventing the Spread of COVID-19 Amongst Healthcare Workers

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Purpose of Guidebook:

- To identify prevention measures, barriers, and solutions to common workplace risk scenarios
- To provide talking points for leaders to reinforce infection prevention practices for decreasing the spread of COVID-19 among healthcare workers.
- To be an adjunct to standard infection prevention practices such as hand hygiene, personal protective equipment during patient care, environmental controls (disinfection, air handling etc.), and occupational health guidelines.



Target Audience: All Healthcare Workers

Healthcare Workers Include:

- All associates
 - Clinical
 - Non-clinical
- Providers
- Students
- Faculty



Key Facts

- Healthcare workers are more likely to get COVID-19 from each other than they are from patients.
- Risk of transmission is increased incrementally with:
 - Lack of source control
 - Exposed mucous membranes
 - Prolonged close contact (< 6ft, > 15 min)
- Preventing the spread of COVID-19 between healthcare workers in the healthcare setting involves a combination of control practices and diligence among leaders and associates to uphold these practices



Key COVID-19 Associate Transmission Prevention Strategies

- Universal masking
- Physical distancing
- Symptom screening
- Breakroom and workstation safety
- Application of HRO principles



Universal Masking

- All healthcare workers should wear a mask while in hospitals/care settings etc. per the universal masking protocol.
- Procedural masks or personal masks will be worn throughout the workday in non-clinical common areas.
- Masks should always be covering the nose and mouth.



Universal Masking

COVID-19: Universal Mask Use in Healthcare Facilities

ADULT and PEDIATRIC PATIENTS (>2 years old)		
Procedural Mask 	Emergency Department	<ul style="list-style-type: none"> Procedural masks should be worn throughout the visit, as clinically feasible, until patient leaves the facility or until they are admitted to their inpatient room.
	Ambulatory: Patients <u>with</u> COVID-19 symptoms	<ul style="list-style-type: none"> Procedural masks should be worn throughout the visit, as clinically feasible, until patient leaves the facility.
	Inpatient Areas, including Labor & Delivery: <u>PUI or COVID+</u> patient	<ul style="list-style-type: none"> Procedural mask should be worn in open spaces, hallways or during procedures performed off the unit/outside the patient room by PUI/COVID+ patients until patient leaves the facility, as clinically feasible. Procedural mask can be removed when inside the patient's room, but should be worn when others are inside the room.
Personal Mask* or Under Armour® Mask 	Ambulatory: Patients <u>without</u> COVID-19 symptoms	<ul style="list-style-type: none"> Under <u>Armour</u> mask or personal mask should be worn throughout the visit, as clinically feasible, until patient leaves the facility.
	Inpatient Areas, including Labor & Delivery: <u>NON-PUI or COVID+</u> patient	<ul style="list-style-type: none"> Under <u>Armour</u> or personal mask should be worn in open spaces and hallways by NON PUI/COVID+ patients until patient leaves the facility, as clinically feasible. Mask can be removed when inside the patient's room, but should be worn when others are inside the room.
	Imaging, Lab and Peri-operative Areas	<ul style="list-style-type: none"> Under <u>Armour</u> or personal mask should be worn throughout the visit, until the patient leaves the facility, as clinically feasible. If the mask needs to be removed during a procedure, it should be put back on as soon as possible.
VISITORS		
Personal Mask* or Under Armour® Mask 	Ambulatory Sites	<ul style="list-style-type: none"> Any visitor should don an Under <u>Armour</u> mask when they arrive at the facility, if not already wearing a personal mask, and wear it throughout their visit until they leave the facility, including in the patient's room.
	Inpatient Floor	<ul style="list-style-type: none"> Any approved visitor should don an Under <u>Armour</u> mask when they arrive at the facility, if not already wearing a personal mask, and wear it throughout their visit until they leave the facility, including in the patient's room.
	Labor & Delivery Unit	<ul style="list-style-type: none"> The support person for a laboring woman should don an Under <u>Armour</u> mask when they arrive at the facility, if not already wearing a personal mask. If the person normally lives with the patient, then the mask should be worn in public places and when others (e.g., healthcare personnel) enter the patient's room. If the person does not normally live with the patient, then the mask should be worn in public places and while in the patient's room.
HEALTHCARE PERSONNEL		
Procedural Mask 	Patient Care Areas and Adjacent Spaces: Inpatient, Emergency, and Ambulatory Patient Care	<ul style="list-style-type: none"> Procedural masks will be worn continuously throughout the workday while caring for patients who are NOT on droplet or contact precautions. Masks should also be changed after caring for a PUI or COVID+ patient. Personal masks should NOT be used during patient care. Additional information on PPE for patient care is available on the MedStar COVID-19 Resource Page (https://covid19.medstarapps.org/2020/04/19/ppe-guidance-page/).
Procedural Mask or Personal Mask* 	Non-clinical Areas: Shared Workstations/ Lounges/ Lobby Areas/Hallways/ Cafeteria	<ul style="list-style-type: none"> Procedural masks or personal masks will be worn throughout the workday in non-clinical common areas. If mask must be removed to eat or drink, HCP should remain >6 feet away from others.
None Required	Private Offices (when working alone)	<ul style="list-style-type: none"> Masks are not required when working alone in a private office, or in a personal administrative workspace when greater than 6 feet away from others.



* Personal mask with an exhalation valve must be covered by a procedure mask or replaced with an Under Armour mask.

* If Under Armour masks are no longer available, another hospital issued mask will be provided.

Physical Distancing

- Healthcare workers should strive to maintain a distance of at least 6 feet between one another.
 - Approximately two arms length of distance.
- Physical distancing and universal masking are additive and should always be coupled when possible.



General Strategies for Physical Distancing

- Define capacity of specific spaces and post outside of room
- Meetings or trainings of more than 10 people in a physical space should not be held unless directly related to patient care
- 3 associates in an elevator at one time
- Consider pre-determining and marking seating configurations for specific spaces
- Implement MedStar Health physical distancing signage and floor decals, where appropriate
- Engage technological solutions where possible to separate individuals



Physical Distancing: Workstations

- Place computers and chairs six feet apart
- Consider less crowded alternative workstations or a single workstation
- If there is not an alternative workstation, consider the use of mobile computers or devices
- Define capacity of specific spaces
- Utilize unoccupied offices
- Provide hand hygiene products
- Provide disinfectant wipes for cleaning of shared workstations



Physical Distancing: Call Rooms

- Designate alternative spaces to accommodate one person only
- Maintain cots/beds six feet apart
- Consider assigning the same call room to the same few people over the course of a rotation to avoid many people sharing one room
- Ensure environmental services is frequently disinfecting the space and stocking hand sanitizer



Physical Distancing: Rounding

- Aim to have discussions while in place rather than in motion to optimize communication
- Virtual Rounding- consider assigning one person from the team to facilitate virtual rounds
- Telemedicine, phone rounds, video chat etc.
- Asynchronous rounding



Physical Distancing: Sign-out/Report

- Sign out or give report in a space where you can be distanced 6 feet from the other associate or provider.
- When feasible transition to phone or electronic sign-out.
- Implement a verbal read-back to ensure understanding



Physical Distancing: OR/Procedure Rooms

- Physical distancing will be understandably limited
- Recommend limiting to the minimum number of learners to meet educational needs
- Encourage physical distancing whenever possible (during time out, debrief, etc.)
- Emphasize and role model hand hygiene



Symptom Screening

Associates who work with symptoms of COVID-19 present a very high risk of transmitting infection to other healthcare workers. Symptomatic HCWs have been found to be a source of outbreaks in healthcare.

- Have a low threshold for sending associates home who have symptoms consistent with COVID-19
 - Ex. Allergies are not allergies until COVID is ruled out
- Associates will be screened for symptoms (including self-reported fever).
- Contact the Occupational Health Call Center (or in some cases Student Health) 1-844-354-3705 if any of the following are met:
 - If symptomatic at home
 - Do not come to work
 - Symptomatic or febrile (> 100.4) during your shift
 - Will be sent home if febrile or symptomatic



Symptom Screening

All healthcare workers should be educated on the importance of daily symptom screening.

- **Any symptomatic person should stay home**
- Consider usual culture and leadership messaging



MedStar Health

A screenshot of a mobile web browser displaying the MedStar Health symptom screening form. The browser's address bar shows "mi2apps.medstar.net" with a red arrow pointing to the refresh icon. The page features the MedStar Health logo and a message: "For the safety of our patients and associates, MedStar Health is screening all associates for COVID-19 symptoms every day before a shift." Below this, it asks "At this time do you have:" and lists four symptoms with checkboxes: "Fever (>100°F measured at home) -OR- feeling 'feverish' (chills, sweats, body aches)", "New or newly worsening cough", "New Shortness of breath or difficulty breathing", and "New loss of taste/smell". A fifth option, "I don't have any of these", is highlighted in green. A "Submit" button is located at the bottom of the form. The browser's navigation bar at the very bottom shows back, forward, share, and tabs icons.

Breakroom and Workstation Safety

- Break rooms are high-risk areas for transmission of COVID-19 related to:
 - Removal of masks while eating and drinking.
 - Multiple people in a limited space, making it difficult for physical distancing.
 - Increase in frequency and times people touch their faces while eating
 - risk of introducing COVID-19 into mucus membranes even higher



Breakroom Safety

- Perform hand hygiene upon entry to the breakroom.
- Maintain at least 6 feet of distance between people in the break room.
- Stagger break schedules to allow for the minimum amount of people at one time to accommodate physical distancing.
- Limit mask removal as much as possible; (primarily for eating/drinking).
- Calculate maximum capacity and tally on a whiteboard as associates move in and out.
- Have a routine process for disinfecting break rooms
 - Dedicate individuals at specified intervals to disinfect horizontal and high touch surfaces.
 - Associates should consider wiping their space with a disinfectant effective against COVID-19 when finished eating.
- When sharing electronic pictures, text/send electronically and do not pass personal cell phones back and forth.
- Consider designating alternative break areas to allow for better physical distancing.



Workstation Safety

- In addition to universal masking and physical distancing at work stations (see section on physical distancing: Communal Workstations) the following etiquette should be practiced by all healthcare workers
 - Disinfect horizontal and high touch surfaces.
 - Minimize clutter to allow for proper disinfection of surfaces.
 - No food or drink should be consumed in patient care areas relate to risk of mucus membrane exposure.



HRO Messaging

- Every associate, student, provider, patient, visitor and guest should feel empowered to remind one another of appropriate practices related to COVID-19 transmission prevention.
- It is imperative that when we see someone not following universal masking protocols or physical distancing that a respectful reminder is given.
- If someone reminds you to be mindful of universal masking or physical distancing, the most appropriate action is to thank that person for the reminder and correct the behavior.



Help us keep each other safe.

Take care of yourself so you can
take care of others.

For the safety of us all:



Masks are required at all times.



Practice hand hygiene frequently.



Disinfect surfaces frequently.



Maintain physical distancing of 6 feet or more.



Stay home if you are experiencing COVID-19 symptoms.

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Take care of yourself so you can take care of others.

For the safety of us all:



Masks are required at all times. Only remove your mask
in the break room to eat and drink.



Wash hands with soap and water before eating.



Disinfect surfaces before and after your meal.



Limit the number of associates in a break room
to maintain physical distancing of 6 feet or more.



Do not pass devices back and forth to share information
while socializing.

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