**Personal Protective Equipment**

**ALL SCREENERS:**

**Level 1 procedure mask:** Use one per person per day. The mask should be on continuously throughout shift with removal for breaks or lunch. Discard level 1 procedure mask if visibly soiled, wet, or damaged or at the end of your shift.

**Eye Protection** (goggles/face shield/eye shield—varies by site) these are reusable and should be cleaned with Clorox or PDI wipes in-between team member use. Use soap and water or alcohol swab to clear any foggy residue left behind on eye protection after cleaning.

**ADDITIONAL PPE FOR SCREENERS TAKING TEMPERATURES**

**Non-sterile gloves:** Gloves should only be changed if contaminated or exposed to mucus membranes. Hand hygiene between each patient in place of gloves is also acceptable. Gloves and/or increased hand hygiene are not required if using a thermometer type that does not touch the other person (ex: Medsource infrared thermometer).

### Resources to Contact

<table>
<thead>
<tr>
<th>Screening Table Leader</th>
<th>Contact if you need help with nuanced cases that need leadership decisions or if you have questions/concerns during your screening shift</th>
<th>Write site process for contacting Table Leader here:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connect with Site Public Safety</strong></td>
<td>Contact if you need assistance in enforcing the visitor exemption policy with an individual</td>
<td>Write site process for contacting Public Safety Here:</td>
</tr>
<tr>
<td><strong>Contact Interpreter Services</strong></td>
<td>Contact if you need Interpreter services to screen or talk to an individual about the visitor restrictions or screening protocol</td>
<td>Utilize iPad at screening desk, or if no iPad available utilize this site determined process:</td>
</tr>
<tr>
<td><strong>Contact House Supervisor</strong> (for acute sites only)</td>
<td>Contact if you need a break or lunch covered.</td>
<td>Write site process for contacting house supervisor here:</td>
</tr>
</tbody>
</table>

**Other Site Contacts:**
Entry Point COVID-19 Screening Daily Checklist

Best practice recommendation for entry point site screening stations during covid-19 visitor restrictions:
To ensure the operational implementation of recent covid-19 visitor restrictions protocols, a practice of designated leadership support (director or above) and a periodic presence at site level entry points is being recommended. This recommendation is based on ensuring team members have appropriate understanding of most current covid-19 protocols as well as the latest tools and resources to execute protocols consistently. Identify and resolve site specific challenges and barriers that arise during screening shift.

Before starting new screener shift – Prepare

☐ Learn about screening process, updated materials and information by reviewing our COVID-19 Resource Center
☐ Talk with existing screeners to identify any new concerns/challenges from previous shift.
☐ Print any updated signage, screening logs or forms.

Social Distancing Practices – Create a conducive space

☐ Ensure visual cues are in place with appropriate distance in between markers: 6 feet apart
☐ Signage

Screening Resources

☐ Most current screening logs
☐ Most current screening forms
☐ Scripting resources
☐ Language services iPad (where available)
☐ Thermometers
☐ Cleaning supplies for thermometer (based on thermometer type)
☐ Site approved Disinfectant wipes

☐ Leader/Department phone numbers for assistance during shift
☐ Color-coded entry pass and wristbands
☐ Phone
☐ Binder for record keeping
☐ Masks for visitors and patients

PPE for screeners

☐ Level 1 Mask with ear loops
☐ Eye protection (reuse with cleaning)
☐ Single use gloves (for temperature takers only based on thermometer type)
Temporal Artery Thermometer (Exergen)

To Scan: Depress the button. The instrument will continually scan for the highest temperature (peak) as long as the button is depressed.

Beeping and LED flashing: Beep and LED flashing indicate a rise to a higher temperature, similar to a radar detector. Slow beeping indicates that the instrument is still scanning, but not finding any higher temperatures.

Retain Reading: The reading will remain on the display for 30 seconds after the button is released.

To Restart: Depress the button to restart. It is not necessary to wait until the display is clear, the thermometer will immediately begin a new scan each time the button is depressed.

TO TAKE A TEMPERATURE

1. Ask individual to brush back/hold back hair that will cover the forehead and side of neck.
2. Place probe on center of forehead, press button & keep pressed until temp is complete.
3. Slide probe in a straight line across forehead to the hairline.
4. Lift the probe while still pressing scan button down and touch the soft depression behind the ear – “the Perfume” spot.
5. Remove from head, release the button and read the display for the temperature.

TO CLEAN THERMOMETER

Between temperature taking of each person

IF USING PROBE COVER:
Replace single-use probe cover each time

IF NOT USING PROBE COVER:
Turn the thermometer upside down and clean the lens with a cotton tipped stick applicator (Q-Tip) moistened in isopropyl alcohol over 70% or with an alcohol swab for a full 10 SECONDS. No time frame required for drying when using the 70% IPA alcohol: The purpose of using the alcohol is to remove visible soil and Alcohol IPA 70% has immediate kill properties. By holding upside-down you prevent excess moisture from entering the sensor area. It will not harm the sensor, but if it becomes too wet, you will be unable to take a temperature until it dries.

Between screeners (not dependent on hours in shift)
Wipe the body of the thermometer down with Hydrogen Peroxide or PDI Wipe, carefully not to touch the probe lens with the disinfectant. Allow dry time listed on the label of the wipe type that is used before using equipment.

Getting a suspiciously low or high temperature?

➢ Make sure the lens has been cleaned with alcohol, you can wipe with damp cloth to remove any residue buildup
➢ If you are asking people to remove their glasses, your technique is not correct – see instructions
➢ You may be scanning too quickly. Slow your scan and ensure the button is pressed for the full scan
➢ Contact site leadership if you suspect the thermometer has lost its calibration and needs recalibration.

** If you suspect that the temperature you took is too low, use your site resources to validate a correct temperature. Do not allow a visitor or employee to “pass through” without verification. For patients, error on side of caution and mask and isolate patient. **
Tympanic Thermometer (Welch- Allyn)

**C/F Button:** Press and release the C/F (Celsius/Fahrenheit) button to toggle between Celsius and Fahrenheit

**Memory Button:** Press the memory button to reveal the last completed temperature.

**Measure Button:** Press this button to start taking the temperature

**Position Error:** POS will flash on the screen if the thermometer was unstable during measurement or the patient was moving.

**TO TAKE A TEMPERATURE**

1. Remove thermometer from cradle by gripping thermometer at base and pivoting up. Thermometer will turn on automatically.
2. Attach new probe cover by pushing probe tip straight into box then pulling thermometer out.
3. Wait for the “ready” indication: Ring around the measure button will turn green and thermometer will beep once. Three lines will show up on LCD display.
4. Place probe snugly in the ear canal and direct toward the opposite temple.
5. Press and release the measure button. The thermometer will beep once and the dashes on the display will flash.
6. A long beep and a steady green light will signal the end of the measuring process. The temp will show on the display.
7. Remove used probe cover by pressing probe cover ejector button.

**TO CLEAN THERMOMETER**

**Between temperature taking of each person**
Replace single-use probe cover every time.

**Between screeners (not dependent on hours in shift)**
Clean the lens window and Probe tip with 70% isopropyl alcohol only.
Clean the thermometer body with 70% isopropyl alcohol or ethyl alcohol or hydrogen peroxide solution.
Clean contacts at base of thermometer with qtip soaked in 70% isopropyl alcohol only. Allow for 5 minutes of dry time when cleaning entire thermometer. Do not dock thermometer until dry time is complete.

**Getting a suspiciously low or high temperature?**

- Check probe cover and thermometer tip for obstructions.
- Make sure the lens has been cleaned with alcohol, you can wipe with damp cloth to remove any residue buildup.
- Screener taking repeated temperature on same person: If non-emergent visit, wait 2 minutes before retake.
- Person has recently been exposed to extreme temperature: If non-emergent visit, wait 10 minutes and retake.
- Contact site leadership if you suspect the thermometer has lost its calibration and needs recalibration.

**If you suspect that the temperature you took is too low, use your site resources to validate a correct temperature. Do not allow a visitor or employee to “pass through” without verification. For patients, error on side of caution and mask and isolate patient.**
Infrared Thermometer (Medsource)

**On/Scan button:** Press and release to turn on or scan

**Memo Button:** Press the memo button to reveal the last completed temperature.

**Mode Button:** Change between Body, Ambient and Object reading modes. Should be set on Body

**Screen:** Screen will light up with a color do indicate Normal, Medium or High temperature. Make sure to read actual temperature and compare it with screening algorithms. Do not go on color alone.

### TO TAKE A TEMPERATURE

1. Turn on thermometer by pressing the On/Screen button. The thermometer will perform a self-test with all segments displayed for 2 seconds.
2. Ask person to remove any hats or hold back hair so that you have direct access to their forehead.
3. Align the thermometer with the middle of the forehead. Aim for between the eyebrows. Thermometer should be closer than 2 inches to person without physical touching the skin.
4. Press the on/scan button, temperature will display immediately.
5. Wait at least 5 seconds between each temperature taking to ensure accuracy

### TO CLEAN THERMOMETER

**Between temperature taking of each person**

No cleaning is necessary as the equipment should not touch the person

**Between screeners (not dependent on hours in shift)**

This thermometer may be cleaned with any wipe (peroxide, bleach, PDI, used at the site. It should not be soaked or submerged. Allow for contact time and dry time as listed on the cleaning product

---

### Getting a suspiciously low or high temperature?

- Try taking the temperature behind the ear in the “perfume spot”.
- Ensure that the mode is set to “Body”
- Are you taking temperatures too fast? Wait at least 5 seconds between each temperature reading
- Are you too far away? Optimal distance is 1 cm away without touching the skin
- Does the screen flicker and turn off? Replace battery
- Wait at least 30 minutes before use if thermometer has come from a different area with a lower or higher temperature.
- Contact site leadership if you suspect the thermometer has lost its calibration and needs recalibration
  
  **If you suspect that the temperature you took is too low, use your site resources to validate a correct temperature. Do not allow a visitor or employee to “pass through” without verification. For patients, error on side of caution and mask and isolate patient.**
COVID-19 SCREENER GUIDE

EMPLOYEE Screening Algorithm

This screening is for individuals anyone employed or working for Advocate Aurora Health Care. All team members must be screened once per day at start of shift.

**Take the Team Member's temperature.**
Is the temperature over 100F (37.8 C)?

**Yes, temp is over 100F**

Screening failed
Inform Team Member of elevated Temperature

Supply Employee with COVID-19 Employee Directions
Found on COVID 19 INFO Site

Advise Employee to return to home and follow employee directions sheet for next steps

Document in Employee Log Sheet

**No, temp is at or under 100F**

Screening Passed
Allow Entrance
Team members are not issued a pass or band unless visiting multiple sites in one day

Log sheets must be sent to Employee Health.
Site to determine timing on when to send log sheets
Illinois scan the document to: amg-employeehealth@advocatehealth.com
Wisconsin scan the document to: employeeHealthInfluenzaDocuments@aurora.org

Created by System Nursing Education, Infection Prevention, Patient Access, Risk, Guest Services
Updated 5.4.2020
This screening is for individuals who are neither seeking treatment as a patient or employed by Advocate Aurora Health. Every visitor must be screened at least once per day.

Inform the visitor: “To keep our patients and team members safe, no visitors, with few exceptions, will be allowed until further notice. Does your visit fall into one of these situations?”

Show them the no visitor policy signage which lists exceptions

↓ Not on signage but are also be approved as exception to no visitor policy ↓
Essential Vendors or Essential Delivery Personnel, Retail Pharmacy Customer

NO, none of these situations apply

YES, one of the situations apply

Visitor answers YES to any question

Visitor is here to see inpatient:
Call the patient’s nurse
“I have a visitor that is requesting to visit (patient name) They are stating that the patient meets criteria for visiting due to...Can you confirm that? Are there any other visitors there currently?”

Visitor is not here to see inpatient
Proceed to taking temperature

Nurse denies criteria and/or other visitor at bedside

Nurse confirms criteria and no other visitors are present

Take the visitor’s temperature.
Is the temperature over 100.4F?

YES, temp is over 100.4F

Mask: If Visitor does not have their own mask, provide them with a mask per PPE resource guide
Document: Visitor Information in Visitor Screening Document
Give the pass:
Inpatient Visitors/Vendors: Visitor Band
All other Visitors/Vendors: Approved Pass

Allow Visitor to enter

Visitor Restriction Applies
Tell Visitor that they may not enter

If visitor is accompanying a patient and the patient is unable to proceed without the visitor, call the receiving department for direction on what to do

NO, temp is at or under 100.4F

Visitor answers NO to all questions

Ask the below questions:

- Do you OR any of your household members have any of the following symptoms?
  - Temperature: Fever >100.4°F or >38.0°C
  - Respiratory symptoms: New or worsening cough, shortness of breath, or sore throat
  - GI symptoms: New onset of nausea, vomiting or diarrhea
  - Miscellaneous: New onset of chills, repeated shaking with chills, muscle pain, headache, or loss of taste or smell

- Have you or a household member tested positive for COVID-19 in the last 14 days?
COVID-19 SCREENER GUIDE

PATIENT Screening Algorithm

This screening is for individuals coming to gain care at any of our facilities. If they have a companion with them, use the visitor algorithm for those individuals.

Inform the patient: “To keep our patients and team members safe, we are screening everyone that enters our facilities. We ask that anyone that is not essential to your appointment wait in the car”

Ask the below questions:
- Do you OR any of your household members have any of the following symptoms?
  - Temperature: Fever >100.4°F or >38.0°C
  - Respiratory symptoms: New or worsening cough, shortness of breath, or sore throat
  - GI symptoms: New onset of nausea, vomiting or diarrhea
  - Miscellaneous: New onset of chills, repeated shaking with chills, muscle pain, headache, or loss of taste or smell
- Have you or a household member tested positive for COVID-19 in the last 14 days?

Patient answers YES to any question

Mask: Tell patient why they failed the screening and give them a Level 1 procedure mask
Document: Document failed screening on patient screening log
Contact: Call receiving department to tell them that the patient has failed the screening
Pass: Write Failed Screening on Daily Approved pass and give to patient
Next steps: Tell patient to go directly to appointment location and when they get there to tell the department about the failed screening AND/OR follow site specific direction on process for failed screening patients

Patient answers NO to all questions

Take the Patient’s temperature. Is the temperature over 100.4°F?

Yes, temp is over 100.4 F

Mask: Give Patient mask per PPE resource guide
Pass: Give Patient the Approved Pass

No, temp is at or under 100.4
# COVID-19 SCREENER GUIDE

## Passes, Bands, and Cards

<table>
<thead>
<tr>
<th>Visitor/Delivery /Vendor</th>
<th>Patient</th>
<th>Employee/Physician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice social distancing?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Validate eligibility to enter?</td>
<td>Yes</td>
<td>NO</td>
</tr>
<tr>
<td>Ask health screening questions?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Take temperature?</td>
<td>Yes, if they pass screening questions</td>
<td>Yes, if they pass screening questions</td>
</tr>
</tbody>
</table>

### Passed screening

- Visitors/Vendors must wear masks. If they do not have one of their own – supply them with a cloth mask.

- Give Approved Pass to ED/Outpatient Companions and Retail Pharmacy Customers

- Give Visitor Band only to those visiting inpatients, or vendors going into hospital, ex: ACL Lab couriers/ Medspeed).

- Write visitors name, today’s date and room and floor they will be visiting

- For Clinic/Ambulatory Settings: Your pass indicators are determined at the clinic level and may appear different then what is listed above.

### Failed screening

- Deny entrance, Use Scripting Resources

- If temperature is found to be elevated – give them the Hotline Card

- Apply Mask on patient and isolate if patient replies YES to any of the screening questions OR has temp above 100.4F

- Give patient Approved Pass

- Provide employee health contact phone number and instruct individual to go home

- Instruct employee to use health log to self-monitor.

### Bands/Card Colors for each day of the week

- Approved Cards are located on AAH Print Design Site and can be ordered directly

- **Monday:** Aqua
- **Tuesday:** Orange
- **Wednesday:** Lime
- **Thursday:** Gray
- **Friday:** Lavender
- **Saturday:** Teal
- **Sunday:** Goldenrod

**Updated 5.4.2020**
Managing Lines and Queues

As we establish checkpoints for visitors, patients, and staff we are creating more places where there are bottlenecks and lines may form.

People maintain 6-foot social distancing spacing when offered visual cues to do so.

Options include:

- **Stickers or taping on the floor**
  - Easily applied on tile and concrete surfaces.
  - Options for use carpets can be found.
  - Consider how cleaning supplies and methods will affect the material used.
  - Always involve your facilities manager before choosing or applying any product.

- **Safety cones**
  - Quickly deployed when needed to add spacing in line.
  - May add a tripping hazard. Taller cones will reduce this risk

No matter which type you choose, if creating two lines, remember that the 6’ interval is across the line as well as within the line.

Here are some examples:

![Image of people maintaining social distancing]

Universal Masking  See Universal Masking FAQ’s on Covid site

<table>
<thead>
<tr>
<th>Group/Mask Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patients</strong></td>
<td></td>
</tr>
<tr>
<td>Failed Screen or Fever: Level 1 procedure mask</td>
<td></td>
</tr>
<tr>
<td>Passed Screen and no Fever: Cloth mask</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 procedure mask if cloth mask not available when patient does not bring their own mask</td>
</tr>
<tr>
<td><strong>Visitors/Guests</strong></td>
<td></td>
</tr>
<tr>
<td>Failed Screen or Fever: Not allowed on site; given Level 1 procedure mask for leaving the building</td>
<td></td>
</tr>
<tr>
<td>Passed Screen and no fever: Cloth mask if visitor/guest does not bring a mask from home</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 procedure mask if cloth mask not available when visitor/guest does not bring their own mask</td>
</tr>
<tr>
<td><strong>Vendors</strong></td>
<td></td>
</tr>
<tr>
<td>Failed Screen or Fever: Not allowed on site; given Level 1 procedure mask for leaving the building</td>
<td></td>
</tr>
<tr>
<td>Passed Screen and no fever: Cloth mask if vendor does not bring a mask</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 procedure mask if cloth mask not available when vendor does not bring their own mask</td>
</tr>
<tr>
<td><strong>Homemade Masks</strong></td>
<td></td>
</tr>
<tr>
<td>Approved homemade masks can be given to patients/visitors/team members for use at our facilities.</td>
<td></td>
</tr>
</tbody>
</table>

*Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.*
Frequently Asked Questions

What kind of Thermometers should be used?
Temporal thermometers and UV “no-touch” thermometers. Tympanic thermometers may be used in some areas. No oral thermometers should be used. If temporal/UV thermometers are needed, please contact 414-647-6200 for replacement.

Who can be in the waiting room?
No one can wait in the waiting room except for Emergency Department (ED) patients and ED visitors. If a procedural patient is early for their appointment, example: arrive at 2:15pm for a 3:00pm appointment they MUST wait in their vehicle.

Will Visitors receive masks?
Starting April 3rd, Visitors are encouraged to bring their own mask. If they do not have their own mask, one will be provided to them at Visitor check-in. See Universal Masking Chart on page 10 of this guide for specific direction.

Will Vendors receive masks?
A memo has gone out to all vendors that we are strongly encouraging vendors wear their own masks upon entering. If they neglected to bring one, you can provide them with an AAH purchased cloth mask. See Universal Masking Chart on page 10 of this guide for specific direction.

What about people that are not employees, visitors or patients?
- Van drivers (Life Star) do not enter the building to pick up patients. Patients are to be delivered to the van. Notify the patient unit when the driver presents.
- Reps need to sign into RepTrax and be screened. Reps only involved in OR cases will be permitted in the building.
- Flower and balloon deliveries are not essential and therefore are no longer accepted into the hospital.
- Takeout food delivery must be picked up outside, food delivery personnel for takeout are not allowed entrance.

What’s different about Team Member Screening?
All screens occur at the start of team member’s shift at designated team member entry points. Team members are not required to be screened if they leave and return to the building. Only take the temperature of the team member.

Why was this policy enacted and how long will it last?
Advocate Aurora has implemented these measures to protect patients and team members from contracting and spreading viruses. Advocate Aurora’s infection prevention team will closely monitor incidences of viral infections and assess the risk of transmission. This policy is in effect until further notice.