**POLICY:** To aid in the fight against the spread of COVID-19 and to protect patients, staff and visitors, COVID-19 screening and masking guidelines will be followed as outlined below.

**Procedure:**

1. Prior to entering a PHN facility, employees must self-assess for the following symptoms:
   - Fever (defined as temperature above 100.4)
   - Cough
   - Shortness of Breath and/or Difficulty Breathing
   - Chills
   - Muscle pain
   - Headache
   - Fatigue
   - Sore throat
   - New loss of taste or smell
   - Gastrointestinal symptoms such as diarrhea, nausea or vomiting.

2. If the employee has any of the above noted symptoms, they may NOT enter the building. They must report their symptoms to their supervisor who will direct them to the COVID Command Center for further evaluation of symptoms.

3. In an effort to continue to maintain the integrity of the health center and to comply with the Governor’s recommendation beginning July 6, 2020 and until further notice, the following steps will be implemented:
   - All employees who have travelled to any of the states listed as having high amounts of COVID-19 cases on the PA DOH webpage shall quarantine for 14 days after returning home:
     - For most up to date list: [https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx)
     - Alabama
     - Arizona
     - Arkansas
     - California
• Florida
• Georgia
• Idaho
• Iowa
• Kansas
• Louisiana
• Mississippi
• Nevada
• Oklahoma
• North Carolina
• South Carolina
• Tennessee
• Texas
• Utah

• Each employee returning from vacation out of their home state shall contact their supervisor and report where they have traveled before returning to their workplace.
• If an employee reports they have traveled to one of the states listed above, they will be asked to call the Command Center.
• The Command Center will give instructions on when the employee can return to work and if they must quarantine or be tested within 3 days of their return to their home area.
• Starting the week of July 13, 2020, if an employee voluntarily chooses to visit any of the states listed above and are required to quarantine for 14 day and are unable to perform the minimum functions of their job from home, this time may be covered using accrued paid time off or to will be unpaid time.

4. Employees who do not have any of the above noted symptoms must:
• Don a surgical mask prior to entry if he/she works at a site where patient care is provided
• Don a surgical mask if supplies allow or a cloth face covering if he/she work in a department and will not be engaging in direct patient care.
• Face masks are to be worn at all times while in the site except when eating or drinking.
• When masks are removed for meals maintain >6 feet of physical distancing while the mask is off.

5. Surgical facemasks may be removed at the end of shift after exiting of the building and stored until the next shift per Facial PPE Guidelines.
• Once facemask is removed, carefully fold the outer surface inward. The outer surface should be against itself to reduce contact with outer surface during storage. Place folded facemask in brown paper bag or breathable container labeled with your name.
• Facemasks may be reused (even over the course of multiple shifts) until soiled or damaged
• Cloth face covering should be laundered by the employee after each use.
6. Failure to follow the above steps may result in disciplinary action.

Notes:

For proper donning and doffing technique review this video:
https://www.youtube.com/watch?v=nRguBAgdq2A&feature=youtu.be

Once your facemask is donned, avoid touching it. If you do, immediately perform hand hygiene.

Masking does not replace social distancing. Please stay at least 6 feet apart from others when possible.