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| **STANDARD WORK:** Universal Mask Usage | |
| **Purpose:** To protect our care providers, patients and the community | |
| **Inputs:** Infection Prevention, CDC Guidelines, conference room square footage | |
| **CONTENT in SEQUENCE** | |
| **Sequence** | **Brief summary of task** |
| 1. | Employees, visitors, patients, vendors, contractors, and medical staff members (everyone) must wear a hospital provided mask at Salem Health Hospital & Clinics locations. Cloth or homemade masks are not allowed. |
| 2. | Masks are to be worn **at all times** at all locations and on all property owned and operated by Salem Health Hospitals and Clinics (between buildings, West Valley Hospital,  Hawthorne, Urgent Care, clinics, etc.) with limited exceptions.  Masks may only be removed if:   * You are outdoors AND physically distant (≤ 6 ft). For the purposes of this policy, the parking garages are considered outdoors. Masks must be worn at screening. * You are actively eating/drinking AND physically distant (> 6ft.). This exception does not apply during in-person meetings. * In cubicles, and private offices AND physically distant (> 6ft.) * A patient is alone in their private patient room. Patients in multiple occupancy patient rooms must be physically distant (> 6ft.) before removing their mask * Care being provided to the patientcannot be rendered with the patient masked (i.e. during intubation, speech therapy, temperature checks, etc.) * Wearing a mask or face shield causes significant negative clinical implications (i.e. respiratory compromise, provokes nausea/vomiting, etc.) * Patient is incapable of wearing a mask or face shield due to their mental or physical condition (i.e. autism, dementia, etc.) |
| 3. | All meetings must include a virtual option in the meeting invite unless the organizer specifically specifies otherwise. Participants in in-person meetings must be masked AND physically distanced (> 6ft.). Eating and drinking is not permitted during in-person meetings. |
| 4. | If any person (including children ages 5 years and older) does not have a mask or is using a cloth mask (*see Exceptions below*), politely remind them of the policy and ask them to put on a hospital provided mask. If they don’t have one, direct them to a screening station. Droplet masks provided by the hospital should not be placed over a mask brought from home. |
| 5. | Non-compliance by employees may result in corrective action. Non-compliance by medical staff members may result in referral to the Medical Executive Committee. Non-compliance by any other person will result in exclusion from Salem Health Hospitals & Clinics locations. Unless an exception from the below list is met, a patient or a visitor in any location will be excluded from the campus if they do not comply with this policy. |
| 7. | The following are exceptions to this universal masking policy:  ***Exception #1****: A cloth mask may be worn when approaching a screening station prior to start of shift.* |

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|  | ***Exception #2****:* ***Children*** *5 years and older are required to wear a mask. However, they may wear a cloth mask if the hospital-provided mask does not fit properly.*  ***Exception #3****:* ***Vendors*** *who work exclusively outdoors at Salem Health Hospital and Clinics locations*.  ***Exception #4****: A* ***patient*** *who is unable to wear a hospital provided mask will be provided, and must wear, a hospital provided face shield. If a patient states their disability does not allow them to wear either a mask or face shield the patient shall be provided the contact information for the patient advocate office (503-561-5765 or patientadvocate@salemhealth.org). (excluding any patient accessing the Emergency Department or Labor and Delivery (See Exception #5).*   * Remember: If a patient enters without a mask, regardless of a face shield being worn, refer to PPE guidelines regarding eye protection.   ***Exception #5****:* ***Patients*** *accessing the Emergency Department or Labor and Delivery, in accordance with EMTALA, will be encouraged but not required to wear a mask or face covering.*  ***Exception #6****: Any* ***employee*** *granted an exception to this policy by Human Resources. Any* ***medical staff member*** *granted an exception to this policy by the Medical Staff. Any* ***patient*** *granted an exception to this policy pursuant to the Patient Advocate standard work. Such* ***employees, medical staff******members*** *and* ***patients*** *will be provided documentation of the approved exception to present at screening.* |

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| **Frequency of Use:** Daily |
| **Output:** Masks worn by employees, visitors, patients, vendors, contractors and medical staff members (everyone) to ensure protection by reducing COVID exposure |
| **Process Owner:** Sarah Horn, Chief Nursing Officer, and John Bauer, Chief Legal Officer |
| **References:** |

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