

# Nursing Home Staff and Visitor Infectious Disease Screening Toolkit



## PATIENT SAFETY

The Alliant Quality Screening Toolkit is a one-stop shop to ensure your screening processes for staff and visitors are thorough and being performed as designed. It's important to screen anyone who enters the facility. Early identification of symptoms and possible exposure reduces the likelihood of spreading infectious diseases. ALL individuals (staff, other health care workers, family, visitors, government officials, etc.) entering the building must be asked the following questions:

### 1. Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?

- ☐ Yes ☐ No – please ask them to do so

### 2. Ask the individual if they have any of the following symptoms?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Cough                                       | <input type="checkbox"/> Headache                   | <input type="checkbox"/> Muscle or body aches |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Sore throat          |
| <input type="checkbox"/> Fever or chills                             | <input type="checkbox"/> Diarrhea                   | <input type="checkbox"/> Nausea or vomiting   |
| <input type="checkbox"/> Repeated shaking with chills                | <input type="checkbox"/> Congestion or runny nose   | <input type="checkbox"/> Fatigue              |

- If **YES** to any, ask if they have alternative diagnosis that may be causing the symptoms. If no alternative diagnosis, restrict them from entering the building.
- If **NO** to all, proceed to Step 3.

### 3. For Visitors, Staff, & Health Care Providers (HCP) (e.g. agency staff, regional or corporate staff, health care workers such as hospice, EMS, dialysis technicians that provide care to residents):

#### 3A. Check temperature and document results: \_\_\_\_\_ Fever present? ☐ Yes ☐ No

- If YES, restrict from entering the building.
- If NO, visitors proceed to step 4; staff and HCP proceed to step 3B.

#### 3B. For Staff & HCP - Ask if they have worked in facilities or locations with recognized COVID-19 cases? ☐ Yes ☐ No

- If YES, ask if they worked with a person(s) with confirmed COVID-19.
- If YES, require them to wear PPE including mask, gloves, gown before any contact with residents & proceed to step 4.
- If NO, proceed to step 4.

### 4. Allow entry to building and remind the individual to:

- |  |   |
|--|---|
| <input type="checkbox"/> Wash their hands or use ABHR throughout their time in the building. | <input type="checkbox"/> Not shake hands with, touch or hug individuals during their visit. |
|--|---|

Visitors	Staff
<input type="checkbox"/> Must wear a facemask while in the building and social distance.	<b>When there are cases in the community but none in this facility:</b> <input type="checkbox"/> Implement universal use of facemask for all HCP.  <b>When there are cases in this facility OR sustained transmission in the community:</b> <input type="checkbox"/> Implement universal use of facemask for all HCP while in this facility. <input type="checkbox"/> Consider having HCP wear all recommended PPE (gown, gloves, eye protection, N95 respirator or, if not available, a facemask) for the care of all residents, regardless of presence of symptoms. Implement protocols for extended use of eye protection & facemasks.

## Screener Competency Tool

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Competency: \_\_\_\_\_ ☐ Annual ☐ New Hire ☐ Other

	Skills/Competency Checklist	Yes	No	Comments
1	Understands the need to screen individuals visiting the facility for fever, respiratory symptoms and/or contact/exposure to individuals with symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Demonstrates ability to explain to individuals visiting the facility the need to screen for fever and respiratory symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Understands/demonstrates use of infection control requirements for disinfection of the temp scanner before and after its use. Able to verbalize to individuals visiting the facility the importance of infection control practices (i.e., proper hand hygiene etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
4	Demonstrates ability to explain need for all visitors to wear a mask while in facility per CDC guidelines. If a mask is available, provides such mask to visitor.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Demonstrates use of temp scanner to obtain temperature of individuals visiting the facility. Understands that fever is a temp reading above 100.0 for all populations.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Demonstrates knowledge of documentation requirements when utilizing the Visitor Screening Tool for individuals visiting the facility.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Demonstrates ability to politely not allow visitors entry into the facility if screening criteria not met and explains why the visitor is not allowed entry into the facility.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Able to politely refer to policy and send staff home if screen is positive, notifies supervisor if staff screens positive.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Able to find assistance and resources if concerns/issues arise pertaining to individuals visiting the facility.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Screener demonstrates proper hand washing and any infection control practices needed (screener should document so no sharing of pen).	<input type="checkbox"/>	<input type="checkbox"/>	

### Employee:

I acknowledge my competencies in the areas as documented above. I understand it is my responsibility to sustain competencies in these and any other procedures/responsibilities that may not be represented here.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Facilitator:

I acknowledge the above documented competencies have been reviewed.

Facilitator Name: \_\_\_\_\_ Date: \_\_\_\_\_

		Excluded	Excluded	Restricted	Notified	Excluded
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[illegible]

## Screening Log Audit

Date Range for Audits Completed: \_\_\_\_\_

	Screening Log Audit Checklist	Yes	No
1	Screener competency documented and on file?	<input type="checkbox"/>	<input type="checkbox"/>
2	Reconcile timesheets with screening log to ensure all staff who were in the facility were screened.	<input type="checkbox"/>	<input type="checkbox"/>
3	Are there any staff who failed to screen or bypassed screening process?	<input type="checkbox"/>	<input type="checkbox"/>
4	All positively screened staff sent home?	<input type="checkbox"/>	<input type="checkbox"/>
5	All positively screened staff supervisor(s) notified of positive screening?	<input type="checkbox"/>	<input type="checkbox"/>
6	Corrective action taken if any of the above were no?	<input type="checkbox"/>	<input type="checkbox"/>

Describe corrective action taken:

# **PPE Signage to Print & Display**

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# Use Personal Protective Equipment (PPE) When Caring for Patients with Confirmed or Suspected COVID-19

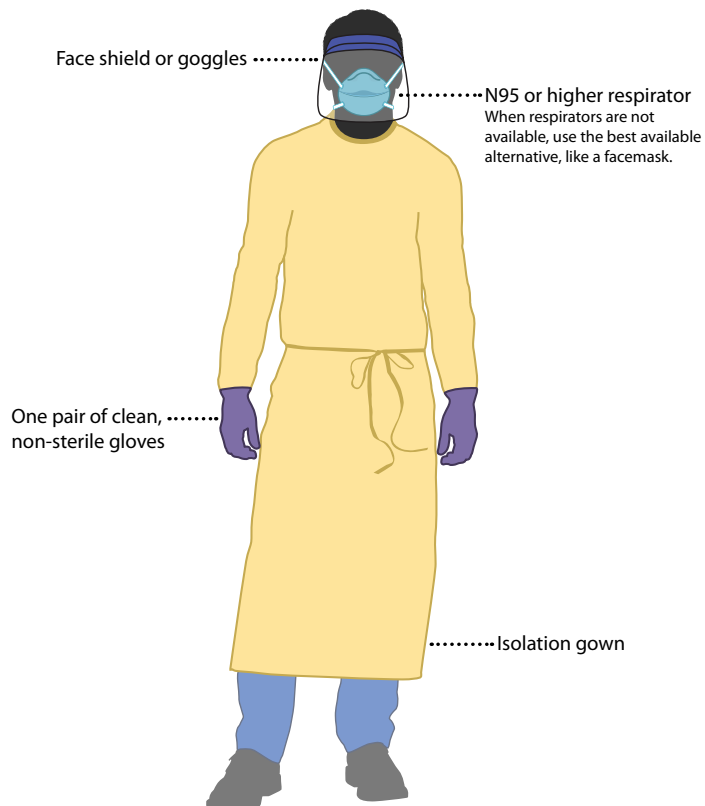
## Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **Receive comprehensive training** on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- **Demonstrate competency** in performing appropriate infection control practices and procedures.

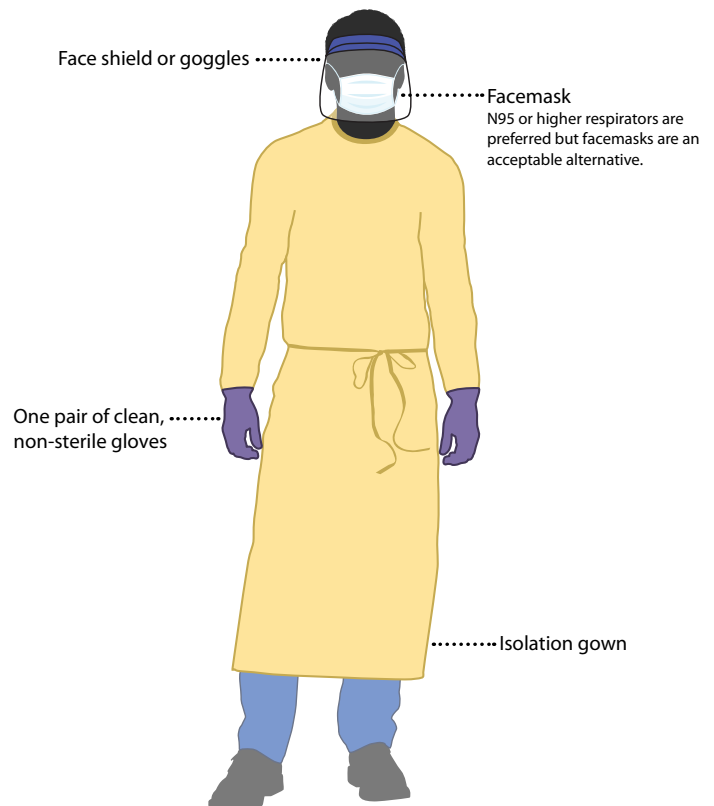
## Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

### Preferred PPE – Use N95 or Higher Respirator



### Acceptable Alternative PPE – Use Facemask



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

## Donning (putting on the gear):

*More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.*

1. **Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
2. **Perform hand hygiene using hand sanitizer.**
3. **Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
4. **Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.\*
  - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
  - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
5. **Put on face shield or goggles.** When wearing an N95 respirator or half facepiece elastomeric respirator, select the proper eye protection to ensure that the respirator does not interfere with the correct positioning of the eye protection, and the eye protection does not affect the fit or seal of the respirator. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
6. **Put on gloves.** Gloves should cover the cuff (wrist) of gown.
7. **HCP may now enter patient room.**

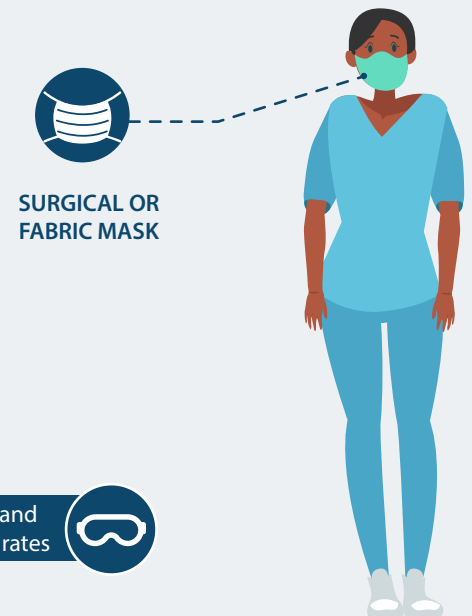
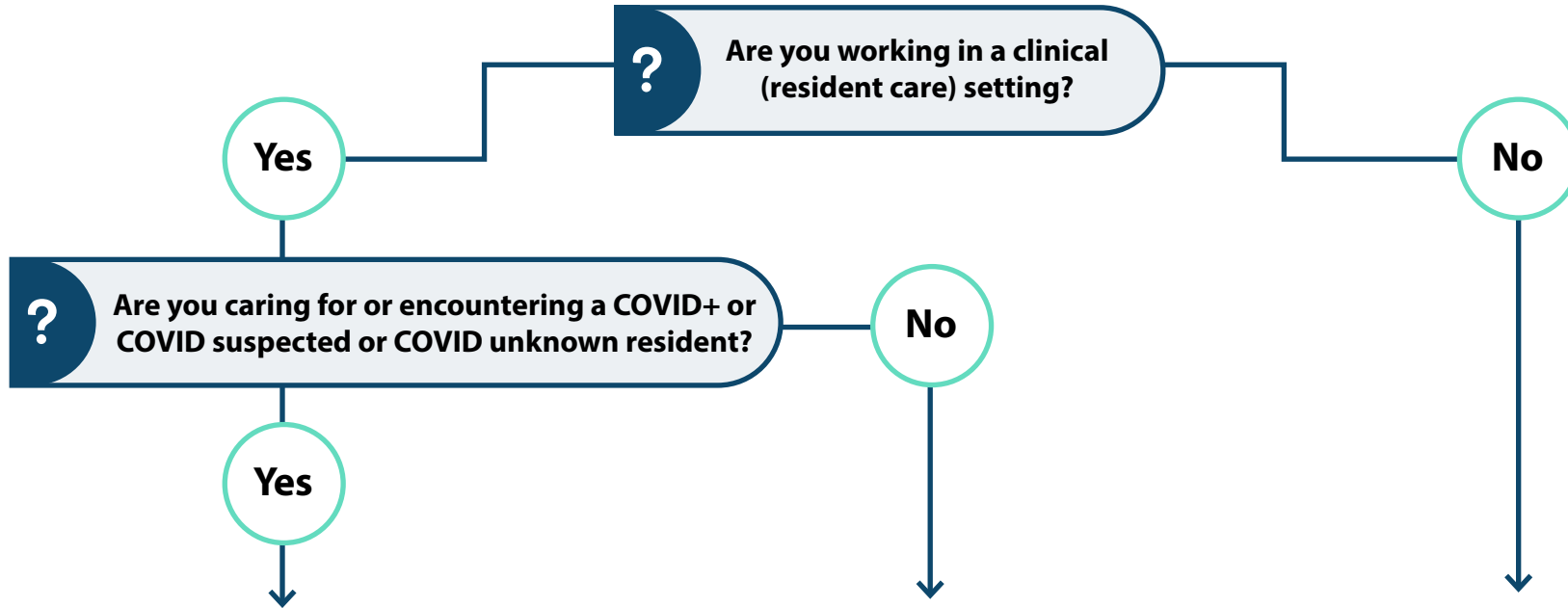
## Doffing (taking off the gear):

*More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.*

1. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.\*
3. **HCP may now exit patient room.**
4. **Perform hand hygiene.**
5. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
6. **Remove and discard respirator (or facemask if used instead of respirator).\*** Do not touch the front of the respirator or facemask.
  - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
  - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
7. **Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

*\*Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*

# PPE Guidelines: What, When and Wear



\* Eye protection per CDC guidelines and based on community transmission rates





# PPE For COVID-19

Follow [CDC Guidelines](#) for standard, contact, and airborne precautions, plus eye protection, in the care of residents with suspected COVID-19 or COVID-19 positive

Required PPE for care of resident suspected of COVID-19 or COVID-19 positive, regardless of care area:



GLOVES



FIT-TESTED N95 RESPIRATOR



GOWN



FACE SHIELD OR GOGGLES



## IMPORTANT CONSIDERATIONS

**Ensure donning and doffing areas are safe to be in without PPE.**

Gather all necessary supplies prior to beginning.

Don all PPE before entering the care area.

Create a designated process for cleaning and disinfection of eye protection.

Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.

## DONNING PPE

Don PPE in this order:

### PPE with Face Shield

1. Perform hand hygiene
2. Don gown
3. Don fit-tested N95 respirator (use surgical mask only if N95 unavailable)
4. Don face shield
5. Don gloves

### PPE With Goggles

1. Perform hand hygiene
2. Don gown
3. Don fit-tested N95 respirator (use surgical mask only if N95 unavailable)
4. Don goggles
5. Don gloves

As you care for patients with COVID-19, take every precaution to avoid contamination of yourself or your PPE.

## DOFFING PPE

Doff PPE in this order:

### PPE with Face Shield or Goggles

1. Doff gloves
2. Doff gown
3. Exit resident room
4. Perform hand hygiene
5. Remove face shield or goggles
6. Remove and discard fit-tested N95 respirator (or facemask if used instead)
7. Perform hand hygiene

## LINEN AND WASTE

Linen and waste do not require special handling for COVID-19.

## References:

CDC Infection Control Recommendations. Updated Dec 14, 2020. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

# **Hand Hygiene Signage to Print & Display**

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**HEALTHCARE PROVIDERS**

# MY CLEAN HANDS COUNT FOR **MY PATIENTS**

Your patients count on you to clean your hands. Many potentially deadly germs are spread from patient to patient on the hands of healthcare providers. Consider whether your actions put you or your patients at risk of infection.

**CLEAN HANDS**  
**COUNT**

**CLEAN YOUR HANDS TO PROTECT YOUR  
PATIENTS AND PROTECT YOURSELF**



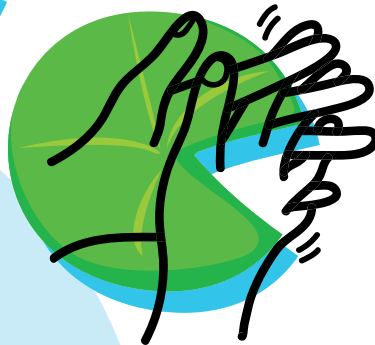
**1** Rub palms together.



**2** Rub the back of both hands.



**3** Interlink fingers and rub hands together.



**4** Interlink fingers and rub the back of fingers.



**5** Rub right thumb in a rotating manner, then repeat with left.



**6**

Rub fingertips on palms of both hands.



**7** Rub both wrists in a rotating manner. Rinse well.



**Remember to  
handwash the  
FROG way!**

**FRICTION  
RUBS  
OUT  
GERMS**



Someone's  
not handwashing  
properly?

**Just say  
"Ribbit."**

\*Wash hands for at least 20 seconds. You can follow the same steps using hand sanitizer that contains at least 60% alcohol.