



Spectrum  
Health

# COVID-19 Compliance Guidelines and Education

Infection Prevention

Clinical Operations and Education

**Updated:** Nov 30, 2020 1040

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# 01

## Face Mask: Compliance Check

Is team member's mask being worn appropriately above the nose and below the chin?

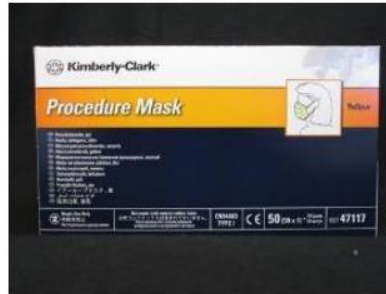
Are team members wearing masks in common areas i.e. bridges from parking garages, hallways, break rooms?

Are all team members wearing masks during all patient care encounters?

## Face Mask:

- Masks are **always** worn above the nose and below the chin, at all times (exception being eating/drinking).
- Team members are required to wear face coverings in all conference rooms, shared workspaces, other settings where more than one person is present including cubicles, and in any indoor space that is open to the public regardless if there is more than one person present. This policy is consistent with current science, and as science evolves, we will adapt. Spectrum Health-provided face coverings should be worn in clinical areas.

Mask used by employees in clinical spaces.



**Isolation Face Masks**  
Order through **Tecsys**  
#650412

## Our Message to the Public:



**WEAR** a mask or cloth covering over your nose and mouth.

**SAFEST**

everyone wearing

**RISKIEST**

no one wearing

#InThisTogether

# 02

## Eye Protection: Compliance Check

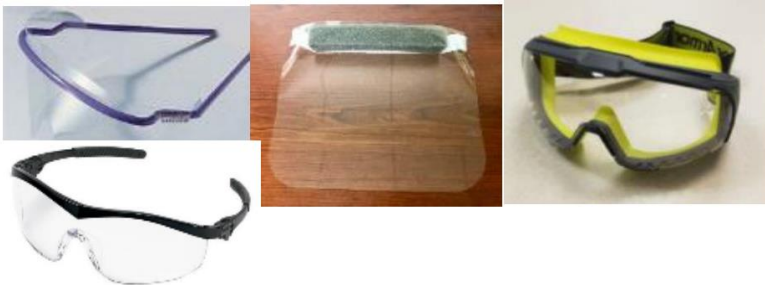
Does the team member put on eye protection upon entry to the patient room or care area?

Is eye protection stored in a manner to prevent contamination and damage?

## Eye Protection: For all patient facing team members.

All patient-facing team members are required to wear [eye protection](#) during all [patient care interactions](#) regardless of COVID-19-19 status. Face shields are the preferred eye protection during care of patients suspected or known to have COVID-19-19. When eye protection is removed, perform hand hygiene, follow the [disinfection process](#), and place in a safe storage area (example: paper bag, hooks, or paper box). Where available, disinfect eye protection using the [UV process](#) after care of patients with confirmed or suspected COVID-19-19. Eye protection brought in from home must follow the [PPE from Home](#) guidelines.

[Universal Eye Protection – Lawson Ordering Information](#)



## Our Message to the Public:



**REDUCE THE RISK:**  
how COVID-19  
droplets spread

**SAFEST** ----- **RISKIEST**

breathing

speaking

yelling  
singing

sneezing  
coughing

#InThisTogether

# 03

## Hand Hygiene: Compliance Check

Does team member perform hand hygiene when entering and exiting rooms (wash in and wash out)?

Are hand sanitizer containers filled?

## Hand Hygiene:

- **Wash IN and Wash OUT (Complete Hand Hygiene Audits)**
- Hand hygiene should be performed prior to and following each step of donning and doffing PPE (Personal Protective Equipment).
- The three keys to preventing the spread of COVID-19-19 are wearing a mask, social distancing and good hand hygiene. If one of those safety behaviors is not followed, spread can occur. Indoors, the risk of spread is greatest when people are unmasked, in close proximity, and/or in a poorly ventilated room for a long period of time.



### Amway Sanitizer Hand Pump

Order through **Tecsys**  
#850445

## Our Message to the Public:



**WASH** your hands  
often or use hand  
sanitizer.

**SAFEST** -----

**RISKIEST**

often

occasionally

rarely

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# 04

## Social Distancing: Compliance Check

Are team members eating in designated eating spaces with social distancing?

Is break room/conference room capacity sign posted on door?



## Social Distancing: A short distance that goes a long way.

- Social distancing must be enforced in all settings including, clinical workspace, break rooms, and conference rooms.
- Food must be eaten in designated areas.
- Reduce room capacity by at least 50% in break rooms and public shared spaces that are being converted into break rooms.
- Ensure all available seats are 6 feet apart. Use a tape measure or yard stick to gauge 6 feet for distancing purposes.
- After reducing seating by 50%, if remaining seats are not 6 feet apart, reduce one additional seat at a time and reconfigure space until all seats are 6 feet apart.
- Do NOT move tables and chairs in order to sit closer together.



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## Our Message to the Public:



**WAIT** at least 6 feet apart. Avoid close contact.

**SAFEST**

no in-person activity

**RISKIEST**

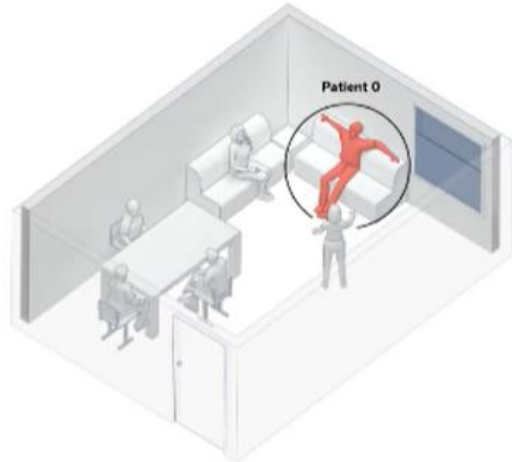
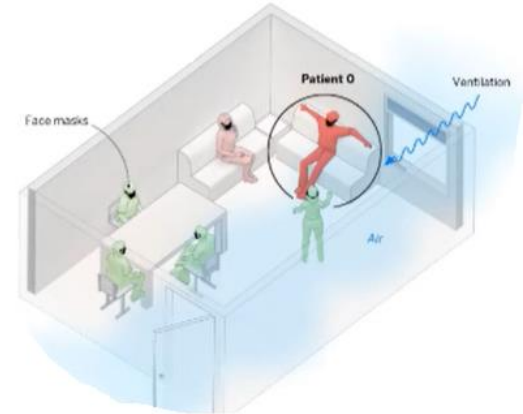
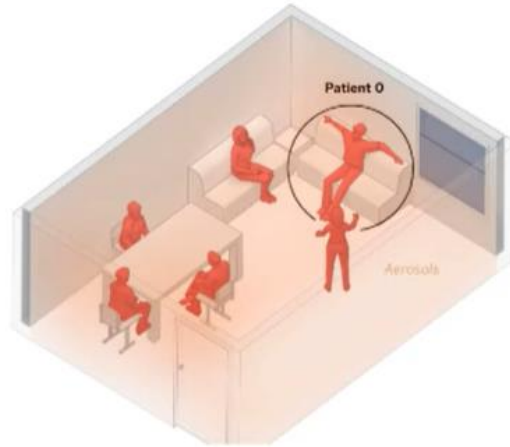
face-to-face

6 feet apart

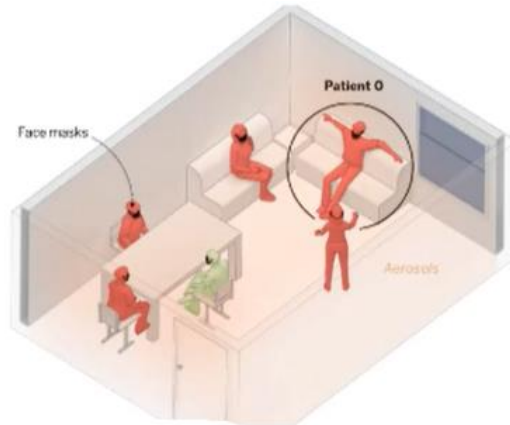
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## SAFETY PAUSE:

After 4 hours without safety measures.



Social Gathering in a living room.



After 4 hours with face masks only.

After reducing duration to 2 hours and ventilating the space.

## What to do?

- Wear a mask **ALL** the time.
- Eat or drink **ONLY** when you are at least 6 feet apart from someone else and limit time spent unmasked.
- Wash your hands frequently.
- Disinfect equipment shared between team members.
- **Hold each other accountable!**
  - **If you see something, say something.**

## What not to do?

- Have potlucks or share food.
- Order food for groups (including pizza).
- Remove your mask, unless in a room alone.
- Carpool – or if you do, wear a mask.



**#IN THIS TOGETHER**



**Spectrum  
Health**