

Ambulatory Rounding Checklist – November 30, 2021 1039

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We are asking all leaders to assist with rounding to ensure 200% accountability

This [Safety Learning Precautions](#) was created as an outcome based on the MIOSHA complaint and shared with all ambulatory leaders. The document also includes additional links to toolkits that assist with highlighting guidelines for room set up and signage.

Rounding Checklist

- Hand hygiene performed when entering/exiting rooms (wash in and wash out)
- Hand hygiene performed before donning and doffing PPE
- Masks are always worn above the nose and below the chin (exception being eating/drinking)
- Approved eye protection always worn in patient facing areas
- Employees know how to disinfect eye protection (including frequency)
- Appropriate PPE is available for staff (and they know who to contact for replacement of supplies)
- Social distancing maintained in all settings (chairs removed in workspace, break rooms, conference rooms, etc.)
- Signage is posted and up to date (“[Ready for You](#)” and “[Shared Space Toolkit](#)”)
- Masking and sanitizing stations for patients and visitors is appropriately stocked – If appropriate for site

Lunch/Break Concerns

Many sites are experiencing struggles with providing appropriate space for lunch/breaks. The information below can be used as a guide to help provide direction for leaders.

For the safety of our patients and team members, we must ensure we are following the appropriate social distancing guidelines when the masks are removed for eating/drinking. Due to limited space in our break rooms, here are a few suggestions that can be implemented:

- Convert conference rooms/empty offices into a dedicated break room reserved for eating
- Consider setting up tables in common areas that will not impede patient care
- Adjust provider templates to stagger lunches
- Have team members eat in 15-minute intervals in the break room and take rest of their break at their desk

If all other options have been exhausted, then you may consider eating at the desk if the following occurs:

- The desk is NOT patient facing (meaning patients walk by)
- The desk is NOT used for patient care related activities (i.e. specimen holding, stethoscope/thermometer storage, medications that have been prepped, etc.)
- Individuals are 6 ft apart from other team members (may require individuals sitting at a different workstation to eat)

*We must comply with the following Blood Borne Pathogen requirement- “Eating, drinking, storing of food, applying cosmetics or lip balm, and handling contact lenses are prohibited in patient care areas, laboratories, or any other contaminated work areas.”

Conversation Guide

Approaching fellow team members about their non-adherence to Spectrum Health's PPE guidelines can be intimidating. We suggest that you keep these conversations simple and straight-forward. Be mindful of your tone and body language. Remember to be polite, respectful, and courteous.

Scenario 1:

A team member is not wearing their mask in the breakroom – how do you approach them?

I noticed that you aren't wearing your mask – I wanted to mention to you that we need to adhere to the PPE guidelines and wear masks at all time while at work.

Scenario 2:

A team member says they take their mask off because it is uncomfortable. How do you respond?

I understand it can be uncomfortable. Maybe you should talk to your leader about ways to wear that is more comfortable? They might have some suggestions about different types of masks to wear.

If they refuse or give you push-back:

I attempted to talk to you respectfully. I understand you are still frustrated, but this is something we must abide by. If you are unable to do so, I suggest you talk to your leader.

I'm just doing my part to inform you. This is to protect you, me, our colleagues, and our patients. If you are still struggling, I suggest that you talk to your leader.