

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.	Upon entry to Salem Health Hospitals & Clinics, all employees, medical staff, patients, visitors, and support persons must don a hospital-provided mask. Mask dispensing stations, with hand sanitizer, are located throughout Salem Health Hospitals & Clinics. Should a patient, visitor, or support person fail to retrieve a hospital-provided mask upon entry, they will be provided one at screening.
2.	Masks are to be worn at all times at Salem Health Hospitals and Clinics locations (West Valley Hospital, Hawthorne, Urgent Care, clinics, etc.) with limited exceptions. Masks may only be removed if: <ul style="list-style-type: none">• You are outdoors. Note, while it is not required, it is recommended that those who are unvaccinated remain physically distanced when outdoors. For the purposes of this policy, the parking garages are considered outdoors.• You are indoors AND you are actively eating/drinking <u>AND</u> physically distant (≥ 6 ft.). Ensure meeting rooms have sufficient space for physical distancing.• In cubicles, and private offices <u>AND</u> 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 patient cannot 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.
4.	If any person (including children ages 5 years and older) does not have a mask or is using a cloth mask (<i>see Exceptions below</i>), 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 mask dispensing 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: <i>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.</i> Exception #2: <i>Vendors who work exclusively outdoors at Salem Health Hospital and Clinics locations.</i> Exception #3: <i>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</i>

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 #4: *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 #5: *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.*

Frequency of Use: Daily

Output: Masks worn, in accordance with this standard work, 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: