



## Building Entry & Exit During Public Health Emergencies for MedStar Employees

### PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for all MedStar employees to undergo a health screening upon entry to MedStar facilities, or at the start of shift. This SOP can be activated by the MedStar CEO at any time there is a public health emergency, and it will remain in effect until deactivated by the MedStar CEO.

### INTENT

The intent of this SOP is to:

- Protect the health and safety of all MedStar Employees with standardized procedures consistent with CDC recommendations
- Support a healthy and productive workforce and workplace
- Reduce patient care interference with pre-screening questions
- Facilitate healthcare facility access for MedStar employees who have been health screened by providing color-coded wristbands visible to healthcare partner agencies

### PROCEDURE

#### *Entry to MedStar Building*

Access to the main MedStar facility will be made through one of two approved entrances. Upon entry to the facility, the following process will be followed at the beginning of every shift:

- Everyone must go through screening process, hourly employees and salaried employed
- Hourly employees will clock in via fingerprint scanner
- Employees will answer the COVID-19 health screening questions on an approved screening device
- Individuals with positive health screening will not be admitted into the facility or allowed to start their shift
- Employees will have temperature taken via temporal thermometer.
  - Temperatures over 100.4 degrees will not be admitted to facility, and a member of the management team shall be notified.
- Upon successful completion of screening, a wristband with the ***date and time of health screening*** will be placed on the individual for work eligibility
  - Wristbands will be color coded by day. Monday-green, Tuesday-yellow, Wednesday-red, Thursday-orange, Friday-blue, Saturday-purple, Sunday-pink
    - Colors may be adjusted depending on availability
  - Wristbands will have date and time written on them to ensure they aren't reused
  - Wristbands must be worn for the entire shift to identify the individual has been screened
- **EVERYONE MUST GO THROUGH SCREENING PROCESS, HOURLY EMPLOYEES AND SALARIED EMPLOYEES.**
- **NO INITIAL ENTRY SHALL BE ALLOWED TO THE BUILDING UNLESS IT IS THROUGH ONE OF THE TWO APPROVED ENTRANCES.**

#### *End of Shift*

Upon completion of shift, clinical or business purpose of MedStar employees the following process shall be utilized:

- All individuals should "sign out" of health screening device and enter their e-mail address
- Colored wristbands will be removed and properly disposed of