

**INFECTIOUS DISEASE/PANDEMIC EMERGENCY  
POLICY AND PROCEDURE MANUAL**

**SUBJECT:** ADMISSION SCREENING FOR INFECTIOUS DISEASE/PANDEMIC ILLNESS

**POLICY:** When an infectious disease threat is increasing and sustaining human-to-human spread in the United States, and cases are occurring in NY State, the facility will take specific actions to mitigate transmission exposure which includes monitoring and restricting admissions.

**PROCEDURE:**

1. Admission Nurses will be educated on the emerging infectious disease/pandemic illness threat, exposure risks, symptoms, and transmission by the ICP/Education Coordinator.
2. All prospective admissions will be screened prior to admission to identify exposure risks, symptoms, or as indicated according to the guidelines.
3. Prospective residents will be screened for recent travel history or close contact with other ill persons who have travelled to an affected area.
4. The Admissions Nurses will ensure all pre-admission lab testing is completed as per Executive Orders/NYSDOH/CDC requirements.
5. The ICP/Designee will notify the Admissions Department if a unit is closed for admissions/readmissions.
6. New admissions will not be admitted to units on quarantine.
7. New admissions will be monitored by assigned unit staff daily for any symptoms related to the pandemic illness as per CDC/NYSDOH guidelines.
8. The Admissions Nurse will communicate with ICP/ADNS when concerns have been identified and to determine appropriate room placement.
9. Admissions will be restricted as per guidelines from NYSDOH / CDC and Executive Orders.