

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

SUBJECT: Entrance screening of employees, visitors and vendors during Infectious Disease / Pandemic Emergencies

POLICY: It is the policy of Gurwin Jewish Nursing & Rehabilitation Center to screen all employees, allowed visitors and allowed vendors entering the building as per CDC / NYSDOH guidelines and recommendations.

PROCEDURE:

1. Staff will be responsible for screening all employees, allowed visitors and allowed vendors entering the building as per CDC / NYSDOH guidelines and recommendations.
2. The main lobby entrance will be the only entrance open to admit employees, visitors, and vendors.
3. Entrances will be staffed with screening staff.
4. All screeners will wear required PPE, including but not limited to: gloves, mask, and eye shield/goggles.
5. All employees, visitors and vendors will be screened upon entering the building as per CDC / NYSDOH guidelines and recommendations. Employees, visitors and vendors will be denied entrance to the facility if they do not meet the criteria established by the CDC / NYSDOH.
6. Screeners will document on the screening log name of person, time and date of entrance, and answers to listed screening questions.
7. The ICP will review screening logs for accuracy and surveillance information.
8. The screening logs will be maintained by ICP during the pandemic emergency.

NOTE:

- Screeners will inform any employee that is sent home from screening that they will require Employee Health clearance prior to returning to work. This may entail further testing and/or clearance from their PCP or a period of furlough as per current guidelines.
- Screeners will indicate on a screening log any employee that has been sent home to alert Human Resources and the Infection Preventionist.
- Screeners will contact the Infection Preventionist for any specific screening questions or scenarios that require further clarification or decision making.