

Purpose	To provide guidance for staff within clinical and non-clinical workplaces on maintaining physical distancing and workplace etiquette.
Scope	NYC Health + Hospitals healthcare facilities
Definitions	<i>Social distancing</i> , also called “physical distancing,” means keeping space between yourself and other people, at minimum 6 feet.
Recommendations	<p>Point of Entry</p> <ul style="list-style-type: none"> ● Considerations for Patient Care Areas <ul style="list-style-type: none"> ○ Limit points of entry to facility ○ Enforce facemasks for patients and visitors. ○ Limit and organize seating in waiting and registration areas to maintain appropriate distance of 6 ft. ○ Place markers on the floor to maintain 6 ft distance in waiting lines. ○ Place visual posters and reminders in multiple languages on respiratory etiquette, and maintaining physical distancing ○ Actively screen everyone for fever and symptoms of COVID-19 before they enter the healthcare facility. ○ Place a staff member near all entrances (outdoors if weather and facility layout permit), or in waiting room area, to ensure patients are screened for symptoms and fever before entering the facility or treatment floor. ○ Ensure symptom and travel screening is conducted for each patient and visitor: <ol style="list-style-type: none"> 1) Does the patient have, or has been exposed to someone with the following symptoms: fever, cough, chills, headache, muscle ache, sore throat, loss of taste or smell <i>OR</i> Tested positive for COVID-19 in the last 14 days 2) Has the patient traveled: <ol style="list-style-type: none"> a. Outside the US in the past 14 days? b. Traveled to a US State or territory with sustained community transmission of COVID-19 in past 14 days? ○ Educate patients and visitors about the facility COVID surveillance policies. If sick, call before you come to the facility.

- Consider dedicating an area of the waiting area for symptomatic patients and visitors
- Make respiratory hygiene stations (tissue, masks, hand sanitizer) easily available and encourage use.
- Limit visitors (1 -2 at a time) use the hospital visitation pilot recommendations inform decisions.
- For those staff who do not work on a clinical unit, their temperature and symptom inventory (risk assessment) will be taken upon arrival for their shift.
- **Considerations for Healthcare Workers, Staff & Vendors**
 - Universal masking if coming within 6 feet of others including offices, elevators, stairs and common areas.
 - Ensure access to respiratory hygiene stations and hand sanitizer and gloves, as needed.
 - Vendors shall continue to follow process entailed in the Guidance for Vendors and Contractors policy
 - Limit number of people in elevators to prevent crowding, use 6 ft distancing rule.

Administrative Environments

- Implement staggered work schedule and telecommuting.
- Ensure appropriate physical distance (at least 6 ft) between staff:
 - In open office layout if there are no cubicles or barriers
 - In break areas
 - In conference rooms
- Ensure hand sanitizer is widely available.
- Consider audio/video conferencing to reduce the need for in-person meetings.
- Breakrooms should be managed to ensure physical distancing is maintained.
- Enforce universal masking if 6ft distance is unable to be achieved.
- Limit congregation (<10 persons)

Environmental Services

- Healthcare Facilities shall continue to follow the established guidelines on cleaning frequency. See Appendix I.

- Practice routine cleaning and disinfection of frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, ATMs, elevator buttons, vending machine buttons, etc.), break areas, and restrooms.
- For electronics, such as tablets, touch screens, keyboards, remote controls, consider putting a wipeable cover on electronics and follow manufacturer’s instruction for cleaning and disinfecting. (Follow Use and Maintenance of Hospital-Issued Electronic Tablets, Appendix II)

Limiting Cross Contamination

- Limit cross contamination of desks or counters when masks are removed.
 - Avoid placing masks directly on shared surfaces.
 - Consider placing masks in a paper bag or container when not in use.
 - Clean and disinfect common areas routinely
- Avoid readjusting or touching outer area of mask, if worn.
- Do not bring personal belongings, food, or beverages in clinical and office areas.
- In break areas within clinical settings:
 - Wear facemasks in break rooms or common areas.
 - Do not wear gloves, gowns and shields in break rooms or common areas.
 - Do not bring supplies or equipment into break rooms or common areas.
- Perform hand hygiene upon entering and exiting common areas.

Employee Monitoring

- All employees should self-monitor once a day (temperature, symptoms) whether at work or at home. If working >12 hour shift, check temperature twice, once at the start of the shift and once at the end. If symptoms develop at work, staff MUST immediately leave the patient care area or workplace environment, isolate, and notify their supervisor. Don facemask if not already wearing one.

Please refer to the GUIDANCE ON HEALTHCARE WORKER RETURN TO WORK FOLLOWING COVID-19 EXPOSURE OR INFECTION, found under Employee Resources on the H+H COVID-19 intranet.

	<p>Visitor Policy</p> <p>Outpatient clinics: Patients being seen in an outpatient/ambulatory care clinic or setting may be accompanied by no more than one adult support person (plus an aide, if required).</p> <p>Inpatient units: To limit the spread of COVID-19, in-person visits will not be allowed. At this time, we encourage patients and their families to communicate through phone and video chat. Exceptions may be made on a case-by-case basis for the following:</p> <ul style="list-style-type: none"> • Children admitted to the hospital • Maternity units • Breastfeeding moms of NICU patients and one additional parent at discharge visit only • Patients receiving end-of-life/palliative care
<p>References</p>	<p>Symptoms of Coronavirus: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p> <p>Cleaning and Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</p> <p>CDC Return to Work: https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html</p>

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APPENDIX I: Environmental Services Cleaning Frequency

In order to reduce the risk of transmission of COVID-19 in public spaces of NYC H+H, increased cleaning and disinfection of the environment has been implemented.

AREA/ACTIVITY	FREQUENCY	PROCESS	CLEANING PRODUCTS
Isolation Room Discharge Cleaning	As Needed	10 Step Cleaning Protocol	PDI Orange Top Bleach Wipes for All Surfaces; Peridox for Floors
Public Restroom	Hourly on 7a-3p and 3p-11p; 2 x on 11p-7a (18 x per day)	Sanitizing of high touch surfaces (door knob/handle, light switches, hand rails, sink, faucets, soap dispensers, paper dispensers, handles on restroom stall doors)	PDI Orange Top Bleach Wipes
Front Entrances/Lobbies	4 x per shift (12 x per day)	Sanitizing of high touch surfaces (door knob/handle, door push bar, hand rails, Purell dispensers, seats when appropriate, keyboard on ATM machines, elevator buttons both inside and out)	PDI Orange Top Bleach Wipes
Elevators	Hourly on all shifts	Sanitize elevator buttons (both inside and outside of the elevator)	PDI Orange Top Bleach Wipes
Waiting Rooms	6 x per shift (18 x per day)	Sanitizing of high touch surfaces (door knobs/handles, door push bars, hand rails, Purell dispensers, seats when available, furniture)	PDI Orange Top Bleach Wipes
Staff Lounges	2 x per shift (6 x daily)	Sanitizing of high touch surfaces (door	PDI Orange Top Bleach Wipes

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		knobs/handles, light switches, table/counter tops, sinks, faucets, soap dispensers, paper dispensers, microwave door handles, refrigerator door handles, seats when available)	
Staff Locker Rooms	2 x per shift (6 x daily)	Sanitizing of high touch surfaces (door knobs/handles, light switches, table/counter tops, sinks, faucets, soap dispensers, paper dispensers, microwave door handles, refrigerator door handles, seats when available)	PDI Orange Top Bleach Wipes

APPENDIX II: Environmental Services Cleaning Frequency

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**Infection Prevention and Control
Use and Maintenance of Hospital-Issued Electronic Tablets**

Purpose:

To provide guidelines for the cleaning and disinfecting of shared hospital-issued electronic tablets and associated accessories to decrease the risk of spreading infection between patients and employees.

Scope:

This policy applies to all hospital-issued electronic tablets used at all NYC Health + Hospitals facilities.

Policy:

Healthcare personnel will adhere to the appropriate use and cleaning of hospital-issued electronic tablets and associated accessories for shared patient use in an acute-care setting.

Definitions:

- **Encased Tablets:** Electronic device tablets with a protective case.
- **Un-encased Tablets:** Electronic device tablets without a protective case.
- **Tablet Accessories:** Tablet charger and tablet stand.

Procedure:

Disinfecting Encased Tablets and Tablet Accessories:

- Use Purple Top PDI wipes (WITHOUT BLEACH) to disinfect encased tablets and associated accessories before and after every patient-use according to the following steps:
 1. Don gloves
 2. Ensure there is no visible soil present on the surface. If heavy soil is present (blood, dust, or other organic matter), use a wipe to remove all visible soil from the surfaces
 3. To disinfect, thoroughly wipe all surfaces (avoid getting moisture into tablet speakers or charging port)
 4. All surfaces must remain wet for a full two minutes; use additional wipes if needed to ensure two-minute wet time
 5. Once two-minute wet time is completed, allow surfaces to air dry completely
 6. Dispose of wipes and gloves in trash

Disinfecting Un-encased Tablets:

- Use 70% isopropyl alcohol wipe to disinfect un-encased tablets before and after every patient-use according to the following steps:
 1. Don gloves
 2. Ensure there is no visible soil present on the surface. If heavy soil is present (blood, dust or other organic matter), use a wipe to remove all visible soil from the surfaces
 3. To disinfect, thoroughly wipe all surfaces for a minimum of 30 seconds (avoid getting moisture into tablet speakers or charging port)
 4. Allow surfaces to air dry completely
 5. Dispose of wipes and gloves in trash

References:

- Apple, Inc. "How to clean your Apple products," March 12, 2020. <https://support.apple.com/en-us/HT204172>
- Center for Disease Control and Prevention. "Cleaning and Disinfection for Households," March 28, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- US Environmental Protection Agency. "List N: Disinfectants for Use Against Sars-CoV-2," April 2, 2020. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- PDI HC Education. "Super Sani-Cloth Wipes." <https://wdhhs.com/in-service/super-sani-cloth-disinfecting-wipes/>

Approved On: April 14, 2020
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 9/14/20

APPENDIX III: Workplace Design – For all occupied buildings¹

WAVES / PHASE	Occupancy / Spacing	Traffic Flow	Other Recommendations
Public Areas / Waiting Areas	Limited, 6' spacing	Clear paths for ease of passing –attempt to maintain 6' apart	Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl upholstery if possible; may use floor tape or signage to guide movement
Entrances / Exits		Signage driven instructions	Provide covered trash receptacles for disposal of face masks near entrances and exits; disinfect and clean these daily
Cafeterias	Limited: 6' spacing between seating and floor marking for checkout lines	Clear paths, spacing and directional signage for circulation;	Limit number of occupants based on calculations using size of space No salad bars or open access food –food should be prepackaged or served by cafeteria staff Consider monitoring of occupants at peak dining hours; Consider scheduled lunch periods e.g. floor by floor; Sanitizer stations outside rooms available for use upon entry; sneeze guards around cashier stations; Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl upholstery if possible; Provide signage to remind users about 6' spacing at all times
Amenity Spaces e.g. breastfeeding rooms, chapels, etc.	Limited, 6' spacing	Clear paths for ease of passing attempt to maintain 6' apart	Provide adequate sanitizer. Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl upholstery if

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			possible; may use floor tape or signage to guide movement
Fitness Centers	Limited, 6' spacing between equipment	Attempt to maintain 6' apart	Relocate or remove equipment to maintain 6' spacing; Provide signage to remind users to wipe down equipment <u>before and after</u> use; Disinfectant should be made available. Sanitizer stations outside rooms available for use upon entry.
Offices	1 per office	Normal	Maintain 6' spacing if visitors enter and disinfect surfaces after visit
Cubicles (defined as work areas with panel separation)	6' spacing*	Normal	*If cubicle configuration creates a distance of less than 6' between caregivers while sitting at their desk, panel height between caregivers should be a minimum of 24" above the work surface. Sanitizer and disinfectant should be available somewhere in the work environment (could be at a breakroom)
Benching Workstations	6' spacing	Clear paths for ease of passing attempt to maintain 6' apart	Remove furniture or adjust spacing to design 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl upholstery if possible; panel height between caregivers should be a minimum of 24" above the work surface
Stairs	Standard Use	Normal	Maintain clear distance; Sanitizer stations available for hand sanitation prior to door and handrail use. Ensure Routine surface disinfection by staff at least daily.
Elevators	1-2 per car, 6' spacing	Enter right, exit right	Use floor tape and/or signage to guide movement; Sanitizer stations available for hand sanitation prior to call

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			button use. Routine surface disinfection by staff at least daily.
Drinking Fountains	Restricted, <u>not</u> recommended	Restrict Use	Recommend Valve Off to eliminate use; maintain regulatory testing
Restroom	Standard use	Clear paths for ease of passing attempt to maintain 6' apart	Disconnect air dryers, pull stall doors closed after use; utilize hands-free towel dispensers, utilize towels for door opening, locate trash cans by door. Sanitizer stations outside restrooms available for use upon entry. Handwashing with soap prior to exit of the restroom.
Supply / Storage/mail rooms/shipping and receiving docks	Maintain 6' spacing	Clear paths for ease of passing attempt to maintain 6' apart	Sanitizer stations in/outside rooms/dock available for use upon entry. Routine surface disinfection by staff at least daily.
Conference Rooms	Restricted, <u>not</u> recommended	Clear paths for ease of passing attempt to maintain 6' apart	Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl upholstery if possible; Provide signage to remind users about 6' spacing at all times; Sanitizer stations outside rooms available for use upon entry. Routine surface disinfection by staff at least daily.
Lunchrooms / Lounge Spaces	Restricted, not recommended, maintain 6' spacing	Clear paths for ease of passing attempt to maintain 6' apart	Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Remaining furniture should be vinyl

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			upholstery if possible; Provide signage to remind users about 6' spacing at all times; Sanitizer stations outside rooms available for use upon entry. Routine surface disinfection by staff at least daily.
Work Schedules / Shifts	Recommended with 6' spacing		Consider offering flexible hours and staggering staff shifts to ensure no overlap.
Bike Storage	Recommended with 6' spacing	Clear paths for ease of passing attempt to maintain 6' apart	Allow for storage with spacing access between bikes; may need to increase bike storage as some will elect to ride to work vs. use of public transportation.
Outdoor Spaces	Recommended with 6' spacing	Open	Remove furniture or adjust spacing to maintain 6' spacing; If furniture is to be removed, ensure proper storage/disposal is available; Provide signage to remind users about 6' spacing at all times

ⁱ Adopted from Providence