

# Non-Employee Job Shadowing

Covid Training

CHI Saint Joseph Human Resources



# What to Expect

This training is designed to share new processes and procedures required by CHI Saint Joseph Health and Human Resources to maintain the safest environment for you, our volunteers, students and observers as well as our patients, guests and employees.

If you have any questions or concerns regarding one or more of the requirements outlined in this training, it is very important that you share that with a member of our staff prior to returning to the facility.

It is our priority that you feel comfortable with these processes and your position.



# Before Arriving

## You are expected to self-monitor your health

If you have any of the symptoms below, please call the Human Resource office or your facility contact person:

- ☐ Fever greater than 100.0 degrees
- ☐ Cough
- ☐ Shortness of breath
- ☐ Nausea/vomiting
- ☐ Muscle pain
- ☐ Headache
- ☐ Respiratory illness
- ☐ Loss of taste and/or smell
- ☐ Repeated shaking and chills
- ☐ Diarrhea (in past 7 days)



# Before Arriving

- If you travel outside the United States, notify Human Resources or your facility contact person.
- If you are exposed to a COVID positive person or anyone in your household tests positive and are not fully immunized:
  - ✓ Inform your Human Resource department or your faculty contact person
  - ✓ Self quarantine for 5 days
  - ✓ Monitor for symptoms



# As you enter any CHI Saint Joseph Health Facility

**CHI Saint Joseph Health non-employees are required to:**

- Wear clean uniform/clothes (follow CHI dress code policy)
  - Uniform is to be laundered prior to next wearing
- Wear a surgical mask
- If entering patient rooms, or dealing directly with patients directly, must wear eye protection.
- Not have any of the symptoms described previously and report it to the appropriate person if symptoms occur



# Wearing Masks

At all CHI Saint Joseph Health facilities, you are required to wear a mask continually while in the facility.

- If you are unable to do so, we understand but you will be unable to continue to job shadow or enter the building while masks are required
- Mask must fit properly
  - ✓ Cover your nose and mouth continuously
  - ✓ Fit snugly-not slip
- Avoid touching the mask to prevent contamination
- Use a new mask each time you enter the facility
- Avoid touching your face
  - ✓ If must, recommend using a tissue
  - ✓ If must, use hand sanitizer before and after
- Turn away from others (6 feet) when you need to remove your mask to drink or eat

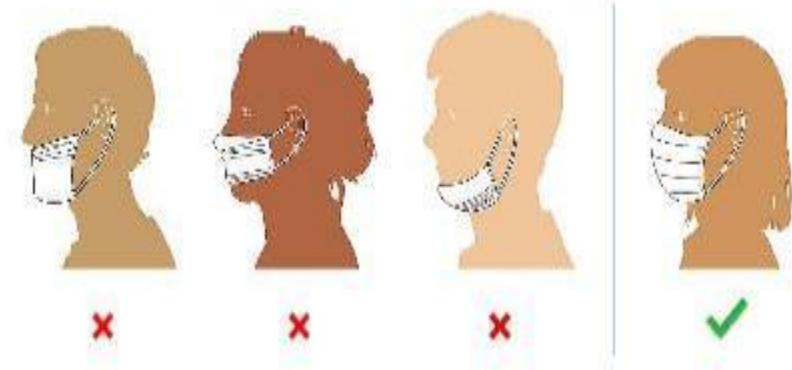


# Wearing Masks Continued

Masks may be removed ONLY when actively eating or drinking

- ✓ Must maintain social distance when eating
- ✓ Eating permitted only in cafeteria and department approved eating areas (only one person per table, spouses are not an exception)
- ✓ When in closed-door space, if no one else might enter
  - For example – may be removed when in closed bathroom stall but need to wear mask when in public restroom space

## DOs AND DON'Ts OF WEARING A MASK



# Standard Precautions

## Use hand sanitizer

- ✓ OFTEN
- ✓ Before and after touching your face
- ✓ After touching surfaces

## Wash with soap and water

- ✓ Whenever your hands are visible dirty
- ✓ After you use the restroom
- ✓ Before and after you eat
- ✓ Whenever in doubt

## Disinfect your workspace, if appropriate

- ✓ Use sanitizing wipes to wipe surfaces you touch (check container for contact time and instructions for use)
- ✓ Clean equipment between each use with hospital designated sanitizing wipes/spray/paper towels

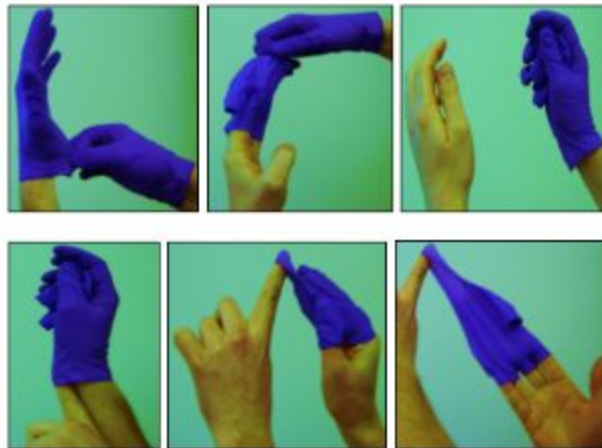




# Standard Precautions

## Use gloves:

- When using disinfecting wipes or cleaning solutions
  - Block off area and contact EVS to clean spills
- Never use your cell phone with gloves on
- ❖ Gloves are NOT needed for most tasks in non-patient care areas
- ❖ Gloves are NOT a substitute for regular hand hygiene
- ❖ Remove gloves **immediately** after the task and use hand sanitizer
- ❖ Remove gloves properly, to avoid contaminating your hands as shown in steps on this slide



# Social Distancing

- Whenever possible, maintain a 6-foot distance from others
- Do not overcrowd an elevator (follow rule: no more than 4 when possible)
- Comply with all distancing directions within the facilities as possible



# COVID-19 and CHI Saint Joseph Health

- COVID-19 is a community spread infection
- Risk of exposure exists in all settings
- Following all safety precautions does reduce the risk, but it does not eliminate the risk of exposure
- CHI Saint Joseph health follows current CDC COVID-19 and KY Public health COVID-19 prevention guidelines for healthcare settings. Interventions maybe updated frequently



# Covid-19 and CHI Saint Joseph Health

CHI Saint Joseph Health complies with KY public health recommendations and conducts contact tracing with COVID positive individuals.

As a CHI Saint Joseph Health non-employee you are required to:

- Participate in any necessary contact tracing and agree to provide all information requested
- Agree to COVID testing, if deemed necessary and share the results with Employee Health

If you become COVID positive, because COVID-19 is community spread and absolute sourcing is not possible to determine, it is important for you to know that you are personally responsible for all costs related to any treatment connected to being COVID positive.



# Thank You!

Please complete the COVID training review sheet and return to the Human Resources office or your facility contact person.

This must be completed prior to or on scheduled first day of return.

Please call us with questions. 859.313.1663

