

**Valley Medical Group, P.C.**  
**Clinical Policy and Procedure**

**Title: Valley Medical Group Management for Access to Health Centers**

**Purpose:** To assess the health of all individuals to gain access to a health center. This includes providers, and staff of all departments as well as patients, vendors and other visitors.

**Policy:** In order to assess the health status of all individuals entering a health center, patients/visitors will be screened by a member of the staff. VMG staff and practitioners will attest to being able to come to work/enter the facility following the screening questions.

**Procedure:**

All individuals will enter the building through the designated entrance for the health center with a **mask/face covering**. The main entrance for each health center will be utilized by patients and the employee entrance for staff and providers. The exception to this is for the respiratory unit patients, who will enter via the designated door.

1. Staff and Provider access:

- Staff and providers will sign in, attest to answering the screening questions, and obtain a new surgical mask. Screening questions per addendum #1 to policy.
- Staff and providers are not to report to work if they are sick.
- Staff and providers will use provided hand sanitizer prior to entering the building.

2. Patient/Vendor/Visitor access

- All individuals presenting to the health center to enter the building should be wearing their own mask/face covering.
- A surgical mask will provided to patients for the following circumstances: those who do not have a mask, the mask worn is visibly torn/dirty, or the mask is one that is a bandana, mesh/lace, has a valve, or neck gaiter style.
- No mask will be provided to individuals who need to enter the building to proceed to a tenant of the building. These individuals should present with a face covering/mask.
- Patients who have a **positive** response to the screening questions will be asked to return to their car and call their provider for further direction.
- Once individual is approved for entry into the building, staff will confirm reason for coming.
  - If patient has an appointment with Family Practice, Radiology or Specialties that is non-respiratory, they should have called the center (at the specific numbers for the department they are visiting) upon their arrival to check in, and the department staff should meet them to bring them straight back to a room. If they have not called in, they need to be asked to return to their car and call in if they have a phone to do so.
  - Patients may use bathrooms in health centers. Bathrooms will be cleaned following established protocol following use.
  - **Patient must use provided hand sanitizer prior to entering the building.**
  - If a patient is here for an appointment in the respiratory unit or a respiratory chest x-ray, they

will be asked to return to their car and call the center for further instructions.

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***Addendum #1 Access Control Policy***

**As of March 24, 2021**

**SCREENING FOR COVID AT MAIN ENTRANCE**

**DO YOU HAVE?**

- 1. ANY RECENT FEVER, COUGH SHORTNESS OF BREATH
- 2. RECENT LOSS OF TASTE AND/OR SMELL
- 3. RECENT EXPOSURE TO SOMEONE WITH COVID-19
- 4. TRAVEL FROM A HIGH RISK REGION

*IF YES TO #1- 3 PLEASE ASK PATIENT TO RETURN TO THEIR VEHICLE AND CALL TO INFORM STAFF OF THE YES TO SCREENING QUESTIONS.*

*IF YES TO #4, PLEASE SHARE WITH PRACTITIONER AND PATIENT PROCEEDS TO APPOINTMENT.*

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**SCREENING FOR COVID FOR STAFF**

**DO YOU HAVE?**

- 1. ANY RECENT FEVER, COUGH SHORTNESS OF BREATH
- 2. RECENT LOSS OF TASTE AND/OR SMELL
- 3. RECENT EXPOSURE TO SOMEONE WITH COVID-19
- 4. TRAVEL FROM A HIGH RISK REGION

*IF YES TO #1- 3 STAFF TO CALL MANAGER ABOUT WORKIING TODAY*

*IF YES TO #4, STAFF MEMBER NEEDS TO MEET VMG STANDARDS FOR TRAVEL TO A HIGH RISK AREA*