



**To:** Ascension Wisconsin Associates

**From:** Heather Schimmers, Chief Nursing Officer, Ascension Wisconsin *Heather Schimmers*  
Brenda Ehlert, Director, Infection Prevention, Ascension Wisconsin *BE*

**cc:** Bernie Sherry, Senior Vice President, Ascension and Ministry Market Executive, Ascension Wisconsin  
Lisa Benson, MD, Chief Medical Officer, Ascension Wisconsin

**Date:** July 30, 2020

**Subject:** UPDATED COVID-19 Screening Guidelines

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This communication is being shared today with all Ascension Wisconsin associates.

### WHAT'S HAPPENING?

As we continue to advance in our recovery and renewal across Ascension Wisconsin, it is important to ensure that our associates are available to support our Power Up plans and activity at our campuses. To support this work, Ascension Wisconsin has developed updated requirements for medical staff members and associates for COVID-19 screening and universal masking for our various sites of care.

For purposes of this process, the term "medical staff members" includes employed and independent providers and the term "associates" includes Ascension employed associates as well as associates employed by our partner services

including but not limited to Medxcel, The Resource Group, Touchpoint, Trimedx, etc.

## Screening

**Effective August 3, 2020**, all Ascension Wisconsin associates and medical staff members will be required to use the Ascension COVID-19 screening application to attest daily to being symptom-free prior to entering an Ascension Wisconsin site of care. This will only need to be completed once per day if you travel to multiple Ascension Wisconsin locations.

You can access the Ascension COVID-19 screening application by scanning the QR code below. Upon arrival at the site, you can bookmark the site as a favorite on your phone's home page.

Point phone camera at QR code to scan



If you do not have access to a smartphone, you can access the link via a computer or tablet by using the following link:

**<https://daily-covid-response-ui.pub.cloud-03.pcf.ascension.org/>**

Take a photo or a screenshot of the screen so that is available on your device. If you do not have access to a computer or tablet please notify your direct supervisor for additional assistance.

Compliance with attestation will be validated upon entry into the associate's home department by department leadership.

In addition, upon arrival and validation of completion of the COVID-19 application attestation, associates will have a physical temperature taken in their primary home department. Department leadership will be responsible for developing these processes.

## Universal Masking

Associates and medical staff members are required to be masked upon entry into all Ascension Wisconsin sites of care. To comply with this requirement, associates and medical staff members may use one of the options provided below to obtain an Ascension approved universal mask.

1. Wear a personal face covering to enter the building until you arrive at your primary location/home department. Upon entry into your home department, obtain a universal mask from the available supply.  
-- OR --
2. Prior to departing your primary location/home department for the end of your shift, obtain a new universal mask to take with you. You will then use this mask when you return for your next scheduled shift.

We believe that these new processes will enhance our associate and medical staff members ease of access to our Ascension Wisconsin facilities while maintaining the necessary elements of safety needed.

To review the latest [COVID-19 screen and go flow for critical staffing](#), **click here**.

### **QUESTIONS?**

Please contact your local Incident Command team.

Thank you.





**To:** Ascension St. Francis Physicians, Leaders, and Associates  
**cc:** Kristin McManmon, President  
**From:** Jill Berg, Vice President of Patient Care  
**Date:** July 29, 2020  
**Subject:** Safe Practice Updates

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Over the past 4 months, we have experienced unprecedented times. This pandemic has resulted in many changes in our practices in the effort to keep our patients, your families, and each of you safe. Today, I am writing to share a few new updates and provide some reminders about safe practice expectations.

## Hand Hygiene

We have known for some time that hand hygiene is the single most effective means to stop the spread of infection. Per CDC guidance for healthcare providers about hand hygiene and COVID-19, *“Hand hygiene is an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.”*

- Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your face, eyes, and mouth when in public.

For the following clinical indications, perform hand hygiene:

- Immediately before touching a patient
- Before performing an aseptic task (e.g., placing an indwelling device) or handling invasive medical devices
- Before moving from work on a soiled body site to a clean body site on the same patient
- After touching a patient or the patient’s immediate environment
- After contact with blood, body fluids, or contaminated surfaces
- Immediately after glove removal

## Masks

For all associates and contracted personnel working in any facility where patient care is delivered, regardless of the role, the hospital-issued medical face masks, innovation masks, or cone-style masks must be worn at all times, unless you are in the process of eating or drinking. Masks are to be covering both the nose and mouth.

Cloth face masks are currently not an alternative to the hospital-issued universal mask. Anyone caring for Patients Under Investigation (PUI) or confirmed COVID patients, must wear N95, PAPR, or Elastomeric respirators when in patient rooms or when obtaining COVID swabs for testing. A clean medical face mask should be applied after eating or drinking, or after removing an N95. For additional safety, face shields are an available option to use with your medical face masks when caring for patients in Droplet Isolation. For more details, please refer to the [Quick Reference Guide](#).

### **Break Rooms, Cafeteria and Eating Together**

You are required to wear a mask and maintain social distancing of at least 6 feet wherever possible, including the cafeteria, break rooms, offices and any outdoor seating areas where you may take breaks or eat. When you are eating and drinking, you may remove your mask. After eating or drinking you are encouraged to replace your mask with a new one.

There is to be no shareable food (family style) of any kind to be brought into the hospital or left in the break room or cafeteria tables/counters. Shared food must be individually wrapped.

### **Screening**

Everyone is to use the Ascension Screening app. To download the app to your phone, please use this url: <https://daily-covid-response-ui.pub.cloud-03.pcf.ascension.org/>. If you do not have access to a cell phone, you can access this site on a computer, or you may be screened by the door screeners at the designated hospital entrances. Please do not come to work if you are experiencing symptoms of COVID or if you have a fever of  $\geq 99.5$  degrees F. If you have had an exposure to someone with known COVID, in which you and or the individual was not wearing a mask and you were exposed for  $\geq 15$  minutes, please contact the Ascension Connect Coronavirus Associate hotline at 833-982-0510, or Associate Health and Wellness for direction. If you do not have a smart phone, a paper self screening tool is available at the points of entrance and in your departments.

### **Visitors**

We are experiencing continued community spread of COVID-19 in our communities and we continue to have patients hospitalized due to COVID-19. As you are aware, many who have tested positive for COVID-19 are asymptomatic or have experienced mild symptoms. Therefore, it is impossible for us to know who has COVID-19, unless they have had a positive test. To protect our associates, our patients, and our visitors, we will continue to follow a very limited visitor policy. There will be exceptions for patients at end-of-life, delivering a baby or have had a baby, or having an outpatient procedure or surgery. All exceptions to the visitor policy must be approved by the Administrator on Call, except for the obstetrical and outpatient procedures/surgeries.

***Please remember, if you are unable to come to work because of exposure or COVID-19 symptoms, your co-workers will need to pick up your hours and cover for you! We need to protect each other!*** If you have questions regarding any of this information, please contact me at [Jill.Berg@ascension.org](mailto:Jill.Berg@ascension.org). Thank you for your attention and all that you do to provide exceptional care to our patients!





## COVID-19 Leader Guideline for Return to Work

Purpose: Leader guideline for return to work practices for general use

### Associate **CAN** work if:

- Fever free (< 99.5) for 24 hours without the use of fever-reducing medication (e.g. Tylenol, Motrin, NyQuil, etc) **IF** fever is unrelated to a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results.
- Cough/Shortness of breath (without fever) that can be attributed to allergies, sinus drainage, or chronic lung disease (e.g. asthma, COPD) **IF** unrelated to a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results.
  - Adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- If a household member is pending a COVID-19 test result or has a confirmed positive COVID-19 test result and associate is asymptomatic\*

#### NOTE:

1. *If illness is unrelated to a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results, the associate does NOT have to be returned back to work by Associate Health unless they have missed 3 consecutive days per normal sick process.*
2. *Associate must wear a mask.*

\*State regulations supersede Ascension guidelines

### Associate **CANNOT** work if:

- Temperature > 99.5 fahrenheit (regardless of COVID-19 exposure)
  - If fever is unrelated to a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results, associate may return to work when they are fever free for 24 hours without the use of fever-reducing medication (e.g. Tylenol, Motrin, NyQuil, etc)
- Associate is experiencing respiratory symptoms **AND** has a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results
- NEW or CHANGING cough, shortness of breath not typical for you, new loss of taste or smell, diarrhea more frequent than usual, etc that cannot be attributed to allergies, sinus drainage, or chronic lung disease (e.g. asthma, COPD)

#### NOTE:

1. *Associate should be directed to complete the Associate Health screening tool if not completed prior to notifying their manager to ensure proper electronic notification to Associate Health*
2. *If illness is unrelated to a known exposure with a confirmed case of COVID-19 or suspected case awaiting test results, the associate does NOT have to be returned back to work through Associate Health unless they have missed 3 consecutive days per normal sick process.*
3. *AOH, in conjunction with local incident command center, may execute crisis strategies to mitigate staffing shortages outlined in CDC's Return to Work Criteria for Healthcare Personnel*

*A **known exposure** is defined as un-masked (or inadequate PPE), close contact (less than 6 feet) for greater than 15 minutes with an individual with a confirmed case of COVID-19 or suspected case awaiting test results. An exposure can also be defined as someone in your household who has tested positive for COVID-19 in the last 14 days or is awaiting COVID-19 results due to symptoms.*

# COVID-19 Screening Guidelines

For all Ascension Associates, Providers, and Contingent Workers

Anyone working at an Ascension location attesting to symptoms **MUST** complete a COVID-19 Associate Health Screening upon onset of symptoms.

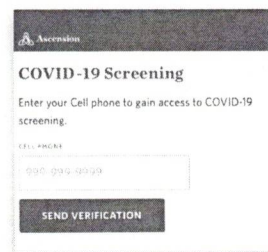
## STEP 1

Go to <http://ascn.io/AscensionScreen>



## STEP 2

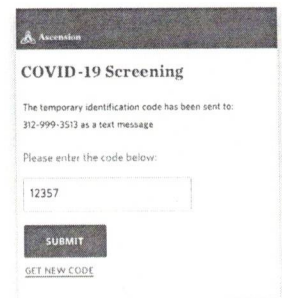
Enter phone number to receive authentication to your mobile device via text message



## STEP 3

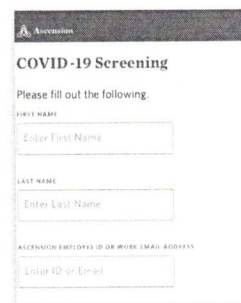
Enter the confirmation code sent to your device

Hit Submit



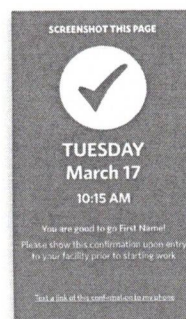
## STEP 4

Fill out form and answer questions on screen

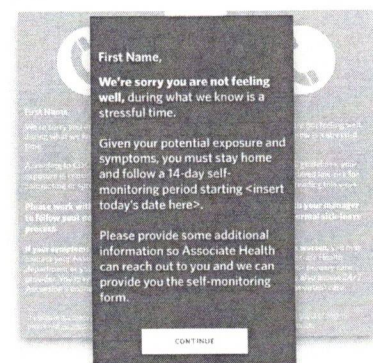


## STEP 5

View card that populates and follow steps provided.



**APPROVED TO WORK**  
(Color varies by day)



**NOT APPROVED TO WORK**  
Follow instructions on screen.