Beth Israel Lahey Health

System-wide Recovery Guidelines

Team: **Facilities**
Date: **May 14, 2020**

II. **Hospital/Clinic Security/Hospitality Guidance**

   a. Re-Opening of Entrances and Exits

   Use of Security Systems for Control

   ☐ Review what security systems are in place and what enhancements or changes to current systems are necessary

      ☐ Re-evaluate existing security systems for optimal use to assist in changes in the number of entrances and exits

      ☐ Use RFID/Card Access and video cameras wherever possible

   Review Entry Points in Each Facility While Using Physical Security/ Screeners Wherever Possible to Reduce Congregation

   ☐ Review what entry points are currently available to patients/visitors

   ☐ Work with operational leaders to ensure patients are educated in advance regarding points of entry and to identify signage needs for appropriate wayfinding

   ☐ Consider what adjustments to available entry points are necessary to meet the needs of growing patient demand and on-site external testing

   ☐ Screeners in lobbies will monitor social distancing, numbers of persons, and ensure that all present are masked

   b. Visitor Screening Policies

   Public Health Guidelines

☐ Evaluate current guidance at each facility and consider changes to keep procedures in accordance with public health guidelines or requirements (i.e., DPH Guidelines) and BILH guidance

  ☐ Adaptations should be considered to meet the needs of the facility while adhering to public health guidelines.

  ☐ Policies should have built-in flexibility to allow for changes necessary to meet the facility needs and/or public health guideline changes

Required Changes to Meet Facility Needs

☐ As noted above, policies should have built-in flexibility to allow local discretion in making necessary changes in order to meet facility needs and/or public health guideline changes

☐ Review current visitor policies and determine what changes are necessary to meet the needs of each facility

  ☐ Types of visitors allowed (all, essential, immediate family, end of life, clergy, vendors, etc.). Currently, only essential escorts are permitted with exceptions per discussion with care team and following institutional end-of-life guidelines

  ☐ Consider what/if any limits should be placed on visitors per patient is allowable in public space

  ☐ Consider how many visitors are allowed beyond the lobby with a patient based on waiting areas and social distancing separation

Periodic Reviews and Updates

☐ Review the current screening policies and verify they are up to date, as determined by operational leaders. Re-visit and consider changes as necessary.

c. Social Distancing in Congregate Settings

Elevator Usage

☐ Each location should consider elevator use as appropriate

  ☐ Limitation on number of passengers based on local discretion and based on usage, while being mindful of social distancing guidelines

  ☐ Notice of cleaning times

☐ Signage re: passenger limits, screening policies, etc.

Usage of Masks/Hand Hygiene Products

☐ At time of patient appointment reminders, request that patient and essential escort arrive with mask or cloth face covering. If patient and/or escort arrive without a mask, one will be provided based on system-level policy

☐ Continued availability of hand hygiene products, including in public areas

Maintenance of Staff Lockers

☐ Create a cleaning and surface disinfection schedule as directed by infection control and environmental services

☐ Adhere to social distancing guidelines as noted above where possible