



April 30, 2020 | ENTRANCE SCREENING GUIDELINES AND SCRIPT

- ALL individuals entering any Bozeman Health care site must undergo standardized screening.
- Do not ask questions not on the script.
- Everyone who completes screening should receive a sticker to indicate they have been screened.
- All persons entered the facility will be offered a mask if they have not brought their own.

Note: Febrile = temperature > 100.4°F or 38°C

Employee (If Bozeman Health employee does NOT show their Bozeman Health badge, then they must be screened as a non-Bozeman Health employee)

- Take temperature and inquire about self-monitoring and COVID-19 status
 - **FEBRILE OR NEW** fever, cough or shortness of breath **OR ACTIVE COVID-19**
 - Employee cannot come to work. Give them a mask and ask them to put it on. Give them a handout. Direct them to contact Employee Health, their manager, and to call their PCP or visit the Viral Triage Clinic at Bozeman Health Deaconess Hospital, entrance 4.
 - **Recovering COVID-19**
 - Continue to work
 - Adhere to Return to Work Guidelines
 - Afebrile **AND** No symptoms **AND NO** history of COVID-19
 - Self-monitoring?
 - Yes
 - Employee may continue to work
 - No
 - Give self-monitoring guidelines handout
 - Employee may continue to work

Employee must don mask upon entering facility.

Patients with appointment

- Take temperature and ask:
 - “Do you have a **NEW** fever, cough or shortness of breath?”
 - “Have you tested positive for COVID-19 or currently awaiting results of a test?”
 - **FEBRILE OR NEW** fever, cough or shortness of breath **OR ACTIVE COVID-19**
 - Place mask on patient and provide escort to the location of their appointment.
 - The escort transfers the patient to the staff at the appointment location so the patient is roomed upon arrival.
 - Recovering COVID-19
OR
 - Afebrile **AND** No symptoms
 - Offer face covering. If assisting patient with tying the mask, you must put on gloves, tie mask, remove gloves and perform hand hygiene.
 - Continue to appointment

Non-Patients

- Take temperature and ask:
- “Do you have a **NEW** fever, cough or shortness of breath?”
- “Have you tested positive for COVID-19 or currently awaiting results of a test?”
 - **FEBRILE OR NEW** fever, cough or shortness of breath **OR ACTIVE COVID-19**
 - Instruct person to put on a face covering and exit building.
 - Instructions to go directly to Viral Triage Clinic **OR** call their PCP.
 - If COVID-19 positive, continue current care recommendations and Self-quarantine.
 - Recovering COVID-19
OR
 - Afebrile **AND** No symptoms
 - **Contractors/non Bozeman Health staff**
 - May continue to work.
 - Offer face covering to wear in common spaces.
 - **Visitors**
 - Do they meet criteria for compassionate care exceptions?
 - **One** visitor allowed for patients meeting criteria
 - Yes
 - Allow Entry
 - Offer face covering
 - No
 - No entry

TIPS

- If using contact thermometer, clean thermometer probe tips with alcohol swab between each scan and let dry for 10 seconds. Try not to do immediately before as this tends to decrease the temperature reading.
- Encourage staff to remember the 6 foot distancing while they wait.
- Each patient or employee should use hand sanitizer when entering the building.
- Gloves are not required to take temperatures and frequent handwashing is recommended

The Viral Triage Clinic is open 8 a.m. to 5 p.m. every day. If you have questions call 414-2640.

Employee Health: 414-5566

House Supervisor: 556-1532

COVID-19 Hotline: 414-5000 (Ask for COVID-19 Hotline)