



St. Elizabeth
HEALTHCARE

Volunteer Services

COVID Training

June 2020

This training is designed to share new processes and procedures required by St. Elizabeth Healthcare and Volunteer Services to maintain the safest environment for you, our Volunteers, as well as our patients, guests and associates.

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 Volunteer Services Office team prior to re-activating as a volunteer.

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

Before Arriving to Volunteer

You are expected to self-monitor your health

- If you have any of the symptoms below, we do not want you to volunteer – please call your Volunteer office
 - ✓ 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)

COVID-19 symptoms as defined by the CDC

Before Arriving to Volunteer

- If you travel outside the United States
- If you are exposed to a COVID positive person or anyone in your household tests positive
 - ✓ Inform your Volunteer Office
 - ✓ Self quarantine for 14 days
 - ✓ Monitor for symptoms

As You Enter any St. Elizabeth Facility

St. Elizabeth Volunteers are required to:

- Wear clean uniform/clothes
 - ✓ Uniform is to be laundered prior to next wearing
- Wear your St. Elizabeth Volunteer badge
- Not have any of the symptoms described previously
- Be wearing a mask
 - ✓ Cloth mask is acceptable
 - ✓ Contact your Volunteer Office if you do not have one

As You Enter any St. Elizabeth Facility

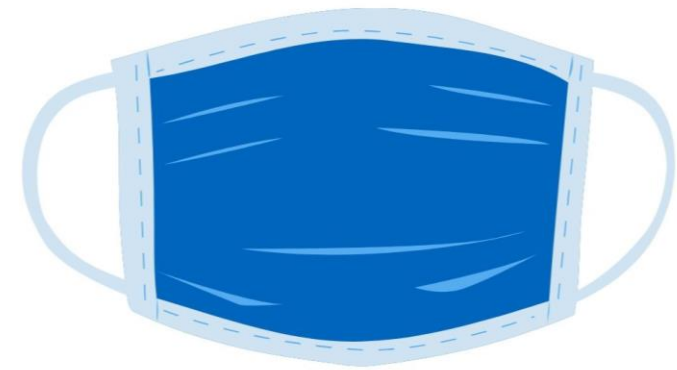
St. Elizabeth Volunteers are required to:

- Have their temperature taken
- Report if they have experienced any of the symptoms previously listed
- Record and have witnessed in a daily log:
 - ✓ Name/date/time
 - ✓ Do/do not have a temperature greater than 100.0 degrees
 - ✓ Do/do not have any symptoms

Wearing Masks

- As a St. Elizabeth Volunteer you are required to wear an approved mask **continually** while volunteering
- Safety is the **priority**
- If you are unable to do so, we understand but you will be unable to continue to volunteer while masks are required

**PLEASE WEAR YOUR MASK
AT ALL TIMES.**



Wearing Masks

- Masks may be **cloth**, if are the St. Elizabeth approved design
 - ✓ Contact your Volunteer Office for description of approved mask or consult the mask pattern found on our website
 - ✓ Approved cloth masks are available and can be provided upon request
 - ✓ Consider the pattern of your mask – must not be offensive
- Mask may be a medical grade mask

Wearing Masks

- Mask must fit properly
 - ✓ Cover your nose and mouth continuously
 - ✓ Fit snugly – not slip
 - ✓ Be laundered after each wearing
- Avoid touching the mask to avoid contamination
- Necessary to avoid touching your face
 - ✓ If must, recommend using a tissue
 - ✓ If must, use hand sanitizer before and after
- Turn away from others when you need to drink

Wearing Masks



**Proper Fit
Yes!**



NO!



Wearing Masks

Masks may be removed ONLY

- When actively eating or drinking
 - ✓ Must maintain social distance when eating
 - ✓ Eating permitted only in cafeteria
- When in a closed-door space, if no one else might enter
 - ✓ For example – may remove when in a closed bathroom stall but need to wear mask when in public restroom space

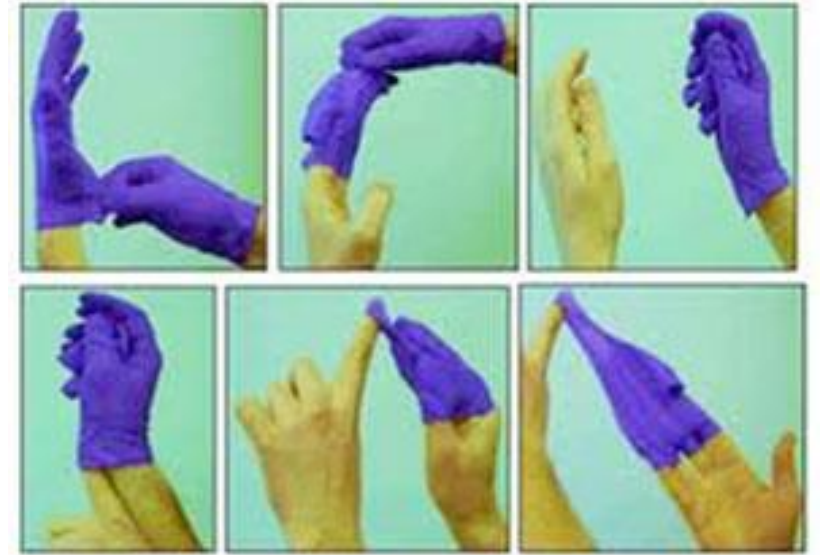
Standard Precautions

- Hand sanitize as you arrive at your volunteer area
- Disinfect your workspace, if appropriate
 - ✓ Put on gloves
 - ✓ Use purple lidded wipes
 - ✓ Wipe all surfaces you may touch such as
 - Phone, keyboard, chair arm rests, countertop, drawer handles, light switches, pens, etc.
 - ✓ Remove the gloves **PROPERLY**, to avoid contaminating your hands



Standard Precautions

- To remove gloves properly:
 - ✓ Pinch the palm of one hand
 - ✓ Pull the pinched glove off
 - ✓ With the remaining gloved hand only, bunch the removed glove into your fist
 - ✓ With the ungloved hand, place 1 or 2 fingers on the wrist of your gloved hand
 - ✓ Move under the glove, along your palm and pull the glove off – inside-out
 - ✓ Dispose and **use hand sanitizer**



Standard Precautions

- Use hand sanitizer
 - ✓ OFTEN - several times each hour
 - ✓ After you use your cell phone
 - ✓ Before and after touching your face
- Wash with soap and water
 - ✓ Whenever your hands are visibly dirty
 - ✓ After you use the restroom
 - ✓ Before and after you eat
 - ✓ Whenever in doubt

Standard Precautions

- Use gloves
 - ✓ When using the purple-lidded disinfectant wipes
 - ✓ When cleaning up an unknown spill
 - ✓ When removing papers, tissues or other items
- Remove gloves **immediately** after the task and use hand sanitizer
- 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

Social Distancing

- Whenever possible, maintain a 6-foot distance from others
- Comply with all distancing directions within the facilities, including
 - ✓ Hallways
 - ✓ Cafeteria
- Do not over crowd an elevator



COVID-19 and St. Elizabeth

- COVID-19 is a community spread infection
- Risk of exposure exists in all public settings, including volunteering at St. Elizabeth
- ✓ Following all safety precautions does reduce the risk, but it does not eliminate the risk of exposure

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.

COVID-19 and St. Elizabeth

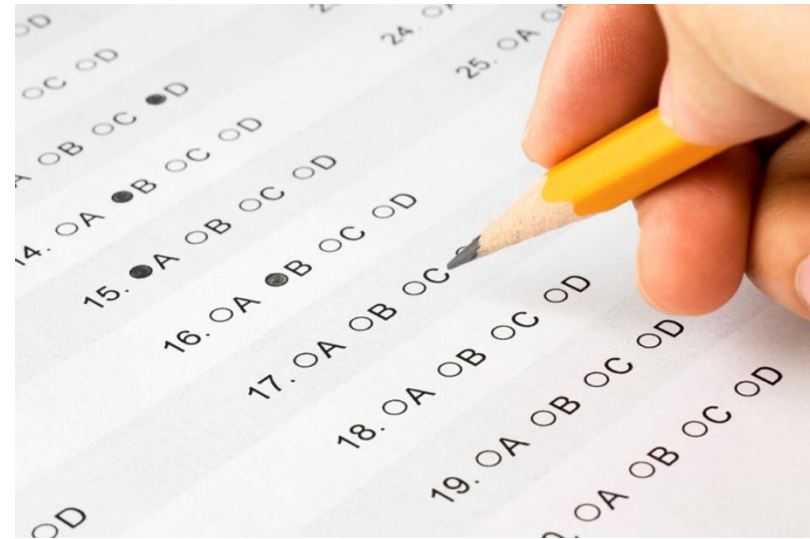
St. Elizabeth complies with and conducts contact tracing with COVID positive individuals.

- As a St. Elizabeth Volunteer 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 Volunteer Services (cost covered by St. Elizabeth)

COVID Training Review

Please get out your
Review Sheet!

*Make sure to print
your name on
the top.*



**Please mark T or F (true or false) as your
answer for each of the following statements.**

COVID Training Review

1. I will be required to wear a mask to enter St. Elizabeth to begin volunteering.
2. I realize that I must have my temperature taken and logged each time I arrive to volunteer.
3. I understand and agree that I will wear a mask continuously while volunteering.
4. I can take my mask off in the hallway, as long as no one else is around.

COVID Training Review

5. I have just arrived at the area where I volunteer, my first task is to sanitize my work area.
6. It is recommended that I wear gloves at all times as a personal protection.
7. I have allergies, so it is ok to rub my eyes if I use a tissue and use hand sanitizer before and after.
8. It is more important to get a guest to their destination than it is to not over-crowd an elevator.

COVID Training Review

9. I am short of breath recently and have a little headache, but I really don't need to stay away from volunteering, it is likely nothing. It is ok to say that I don't have any of the symptoms.
10. I agree that these are important precautions. As a Volunteer, I understand that I am a representative of St. Elizabeth and an advocate of these efforts to keep our community safe.

Thank You!

We are so looking forward to seeing you soon!

- **Please return your signed COVID Training Answer Sheet to your Volunteer Services Office.**
- **This must be completed prior to or on volunteering.**

Let us know if you have any questions or concerns.