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## Updated isolation mask policy

All staff who are in an inpatient or outpatient clinical environment will don an isolation mask while at work and wear throughout the day.

This includes:

- Medical staff and hospital visitors (OB support, pediatric and end-of-life visitors)
- Diagnostic testing, outpatient and any patient care setting
- In areas where six feet of social distancing is not possible (Pharmacy, tray line in the cafeteria, etc.)

Isolation masks should be changed when they are moist, soiled or difficult to breathe through.

Our N95 mask policy remains in place at this time. Under this policy, N95 mask use is restricted to high-risk situations (aerosolized procedures). This policy is consistent with CDC guidance, and allows us to preserve our mask supply in anticipation of patient surge. Please be advised that this policy may change, based on supply availability.

This expansion of our current policy should further reduce the risk of spreading infection in the clinical environment. If you need access to a mask, please consult our mask distribution process on Wellspring. If you have questions about the mask distribution process, speak to your manager, supervisor, or hospital Command Center.

Isolation masks **ARE NOT TO BE WORN** in non-clinical areas, including main hallways, hospital lobbies, cafeteria, etc. Employees who are working in non-clinical settings should continue to work from home and practice hand hygiene and social distancing.

Policy details are available anytime on the coronavirus page on Wellspring.

Clinical		
Department	Guideline	PPE
Acute Care Facilities - Clinical Areas		Mask
Ambulatory - MLHC	Urgent Care	Mask
	Registration	Mask
	Other Services - If social distancing not possible	Mask
Care Coordinators	Office	No mask
	When traveling to/in clinical areas	Mask
Lab/Blood Bank	In lab	No mask
	Runners/pick up to/in clinical areas	Mask
Mirmont	If social distancing is not possible	Mask
Monitor Rooms	Must maintain social distancing - 6 ft	No mask
Nursing Units & Clinical Care Areas		Mask
Pharmacy	When traveling to/in clinical areas	Mask
	Office - If social distancing is not possible	Mask
PT/Gym - Therapy		Mask
Radiology	Patient testing	Mask
	Reading room/office	No mask
Respiratory	When traveling to/in clinical areas	Mask
	Work room, supply room, etc. - Must maintain social distancing - 6 ft	No mask
Screeners		Mask
Sterile Processing	If social distancing is not possible	Mask
Transport	Office	No mask
	When traveling to/in clinical areas	Mask
Administration, Leadership, Managers, Finance, HR, Staffing Office, etc.	Must maintain social distancing - 6 ft	No mask
Non-Clinical		
Department	Guideline	PPE
BioMed	If social distancing is not possible	Mask
	When traveling to/in clinical areas	Mask
Employee Pharmacy	Must maintain social distancing - 6 ft	No mask
EVS	Office/Breakroom	No mask
	When traveling to/in clinical areas	Mask
Facilities/Maintenance	When traveling to/in clinical areas	Mask
Food Services	Tray line & kitchen - If social distancing not possible	Mask
	Delivering tray to floor	Mask
	Cafeteria - When in line must maintain social distancing - 6ft	No mask
HIM	Must maintain social distancing - 6 ft	No mask
Hospital Lobbies	Must maintain social distancing - 6 ft	No mask
Mailroom	If social distancing is not possible	Mask
	When traveling to/in clinical areas	Mask
MLH Facilities w/o Patient Care/Ambulatory Care i.e. Ellis Preserve, Radnor	Must maintain social distancing - 6 ft	No mask
Other Departments (not inclusive) Prenatal Testing, Transplant, Oncology Data Services	If patient facing	Mask
	If not patient facing - Must maintain social distancing - 6 ft	No mask
Registration Staff/Admissions	If social distancing is not possible	Mask
Security	Clinical Units	Mask
	ED/ED waiting room	Mask
Supply Chain	If social distancing is not possible	Mask
	When traveling to/in clinical areas	Mask

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For questions or clarifications please speak to your Manager, Supervisor, Lead, or Campus Command Center.