



Section: SWMBH Administration	Policy Name: Infection Control	Policy Number: 01.09
Owner: Chief Administrative Officer	Reviewed By: Anne Wickham	Total Pages: 3
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input type="checkbox"/> Other (please specify): _____	Final Approval By: <u>Anne Wickham</u> <small>Anne Wickham (Jun 11, 2020 11:04 EDT)</small>	Date Approved: Jun 11, 2020
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH/IDD Providers <input type="checkbox"/> Other (please specify): _____	Line of Business: <input type="checkbox"/> Medicaid <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Healthy Michigan _____ <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> MI Health Link	Effective Date: 6/1/2020

Policy: Southwest Michigan Behavioral Health (SWMBH) will have guidelines, processes and procedures in place to mitigate the spread of infectious disease.

Purpose: The purpose of this policy is to minimize, to the extent possible, risks to SWMBH staff, board members, consumers, volunteers, and visitors which may arise due to infectious disease.

Scope: This is an internal policy intended for SWMBH staff and visitors to SWMBH offices.

Responsibilities: All Senior Leaders are responsible for monitoring adherence to this policy and reporting violations of such to the Human Resources Department.

Definitions:

- A. **Infection control**-steps to prevent the transmission of infectious organisms and managing infections if they occur.
- B. **CDC** – Centers for Disease Control
- C. **OSHA** – Occupational Safety and Health Administration

Standards and Guidelines:

- A. Infection Control within the SWMBH offices will meet best practice criteria as defined by the CDC, OSHA and Kalamazoo County Health Department guidelines.
- B. A risk assessment of SMWBH offices as it relates to infection control will be conducted semi-annually at a minimum by the Chief Administrative Officer or designee and procedures and protocols revised or updated as necessary.



- C. All staff will be trained on Infection Control Policy and Procedures at onboarding and annually thereafter.
- D. SWMBH will develop and implement procedures to assist in the mitigation of spread of infections to include:
 - 1. Health Screening
 - 2. Environmental Safety
 - 3. Use of Personal Protective Equipment
 - 4. Hand Hygiene

Procedures: Infection Control Procedure COVID-19 P20.xxA
Infection Control Precaution Plan for Community Visits P20.xxB

References: CDC Interim Guidance for Businesses Coronavirus Disease 2019
OSHA Guidance on Preparing Workplaces for COVID-19
SWMBH Return to Work Plan

Attachments:
1.09A Infection Precaution Plan for Community Visits






01.09 Infection Control

Final Audit Report

2020-06-11

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Section: SWMBH Administration	Attachment Name: Infection Precaution Plan for Community Visits	Procedure #: N/A
Overarching Policy: P01.09.01 Infection Control Procedure		
Owner: Director of Clinical Quality	Reviewed By: Moira Kean	Total Pages: 4
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input type="checkbox"/> Other (please specify): _____	Final Approval By:	Date Approved:
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH/IDD Providers <input type="checkbox"/> Other (please specify): _____	Line of Business: <input checked="" type="checkbox"/> Medicaid <input checked="" type="checkbox"/> Other (please specify): <input checked="" type="checkbox"/> Healthy Michigan <u> KHC </u> <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> MI Health Link	Effective Date: 6/1/2020

Policy: Southwest Michigan Behavioral Health (SWMBH) will have guidelines, processes and procedures in place to mitigate the spread of infectious disease.

Purpose: To present ways to implement proper protocols for safe in-person interactions during Coronavirus (COVID-19) response.

Scope: Kalamazoo Health Connections, SIS assessors and MI Health Link Complex Case Management, but can be applied to other areas as in-person contact is required.

Responsibilities: Staff will follow steps below when an in-person visit is considered essential.

Definitions:

- A. **Cloth face covering:** Textile (cloth) covers that are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. **They are not PPE and it is uncertain whether cloth face coverings protect the wearer.** Guidance on design, use, and maintenance of cloth face coverings is [available](#). (CDC)
- B. **Facemask:** Facemasks are PPE and are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays. (CDC)



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Procedure:

During Coronavirus response, any in-person contact with a member must be discussed between 2 or more Clinical Quality team members prior to contact. If there is another way to meet the member's needs that route should be taken rather than in-person contact.

Examples of reasons the visit may be unavoidable include but are not limited to attending doctor appointments or assistance with iPhone use and setup.

Prior to visiting, SWMBH staff will conduct infection control screening as per SWMBH policy 01.09. If screening indicates the staff member is likely to have COVID-19 based on symptoms the staff member will follow the procedure described in SWMBH procedure P01.09.01. In addition, they will

- Immediately notify coworkers and create a plan to meet the member's needs
- Reschedule with the member

The SWMBH staff member will contact the member via phone the morning of the scheduled visit and will complete COVID-19 screening over the phone for the member and anyone who lives in the home with the member. This should be documented and kept in the member's file in SmartCare. Link to screen: <https://www.spectrumhealth.org/covid19/covid-virtual-screening>.

- If the screening is negative, proceed to the visit. Document rationale and discussion points.
- If the screening is positive, the visit should not be completed due to risk. Work with the member on follow up for symptom management. Alternate plans will be made for visit.

During the visit, the following should occur:

- The staff member should take in as little equipment as possible to complete the visit.
- The staff member will wear the following personal protective equipment under the following circumstances
 - Facemask: a facemask should be applied by the staff member prior to contact with the member (i.e. entering member's home) and should not be touched or removed until no longer in contact with member (i.e. outside of home). The facemask must be put on (donned) by placing straps over both ears and then securing nose piece. The facemask must be removed (doffed) by pulling one strap off the ear and removing away from one's face. Do not touch the part of the facemask that covers the mouth and nose. Once the facemask is removed and in the staff member's hand, place securely in a plastic bag for safe disposal or for air drying to occur if it is a cloth facemask. Always immediately wash hands with soap and water or hand sanitizer when facemask is removed.
 - Gloves: gloves should be worn for temporary use when there is a risk of touching blood, stool, or bodily fluids. Clean, unused gloves should be applied in these circumstances. Be aware to not create cross-contamination while wearing gloves (i.e. don't touch pen, computer, other surfaces after having touch the bodily fluid and/or contaminated surface). Gloves should be removed by grabbing near the cuff of one hand and pulling off and away from hand. Be sure to not touch skin with the outside of the glove. Keep that glove balled up in the other hand (with glove still on). Now take the hand without a glove, grab the very top of the cuff and pull down and away to wrap the previous glove inside the second glove. Again, be sure to not touch skin with the outside of the glove. Once wrapped, immediately dispose of the gloves in a secure waste basket. Always immediately wash hands with soap and water or hand sanitizer when gloves are removed.



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- The staff will obtain the member's temperature upon arriving to the location for in-person visit. If the member refuses, the visit will not be able to be completed. The result of the temperature must be documented in Smartcare. If the member's temperature is 100.0° F or greater, the visit will not be completed, and an appropriate medical provider should be notified by the member.
- The member will be asked to wear a facemask during the visit if they can tolerate it and breathe well with it on. Education on donning and doffing the facemask may be required. Other members of the home who are in the same room or come into the same room during the visit should also wear a facemask.
- Disinfectant should be used on both the staff and the member's hands throughout the visit and upon leaving the home. Focus disinfectant on areas of the hand that touched surfaces; special attention on fingers.
- Remain 6 feet apart whenever possible during the visit.

After the visit, the following should occur:

- Remove facemask per instructions above and place in a plastic bag or garbage can.
- Disinfect any equipment that went into the visit (i.e. computer, pen, phone, keys, etc.).
- Disinfect hands

Effectiveness Criteria:

In-person contacts will not be correlated to outbreaks of COVID-19.

References:

- A. MDHHS. *Actions for Caregivers of Older Adults During COVID-19*. Michigan.gov/Coronavirus
- B. OSHA. *Guidance on Preparing Workplaces for COVID-19*. OSHA.gov
- C. CDC. April 14, 2020. *Screening and Triage at Intake*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/dialysis/screening.html>
- D. CDC. May 18, 2020. *Interim infection prevention and control recommendations for patients with suspected or confirmed coronavirus disease 2019 (COVID-19) in healthcare settings*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

Attachments:

COVID screening site: <https://www.spectrumhealth.org/covid19/covid-virtual-screening>.



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Revision History

Revision #	Revision Date	Revision Location	Revision Summary	Revisor