

April 3, 2020

With the recent outbreak and spread of COVID-19 novel coronavirus, Intermountain Healthcare (Intermountain) is actively engaged in measures to keep our patients, caregivers, and community safe, while still caring for our patients and community. Help us stop the spread; if you are sick, please do not visit an Intermountain facility—except, of course, as needed for your own care.

Effectively immediately, the following supplemental safety measures and restrictions regarding supplier access are being implemented. Unchanged is the current requirement that all supplier representatives be actively registered and certified with IntelliCentrics, Intermountain's supplier credentialing partner.

1. All business meetings between suppliers and Intermountain are encouraged to be held by video or teleconference. In-person meetings should only be scheduled if video or teleconferencing is not available and the meeting is absolutely necessary.
2. On-site visits that are not mission critical (e.g., optional case participation, sales calls, business reviews, facility tours, etc.) are not permissible and should be canceled, postponed, or if possible, moved to video or teleconference.
3. Except as noted below, all in-person visits from a supplier representative to an Intermountain facility require advanced written approval from Intermountain's Supply Chain Organization. Requests for that prior approval must be emailed to SupplierManagement@imail.org. It is not acceptable to obtain an appointment with hospital staff and then request approval for that visit.

Only the following are excepted from this additional pre-approval requirement and should continue under current protocol:

- a. Supplier representatives whose attendance is mission critical in delivering direct patient care (e.g., Cath labs, spine and orthopedic surgeries); and
 - b. Supplier representatives who access our facilities to service equipment or infrastructure.
4. If you have traveled to one of the CDC travel advisory countries, had a known exposure, have symptoms, traveled with or live with someone with symptoms, **DO NOT RETURN TO WORK AT AN INTERMOUNTAIN FACILITY** until you have been cleared to do so.
 5. Occupational Safety and Health Administration treat contractors/suppliers working at Intermountain sites as if they are caregivers. All Intermountain caregivers, including suppliers, have been asked to follow certain personal protective equipment (PPE) guidelines. Please note suppliers are expected to provide their own PPE, however, Intermountain will provide one mask per day, free of charge, to each supplier representative as needed.

These measures remain in effect indefinitely. Intermountain will monitor compliance with these requirements through IntelliCentrics and by conducting certification and credentialing assessments at our facilities. Non-compliance may result in permanent revocation from our facilities.

Please make sure you adjust your business practices with Intermountain to comply with this notification. Any inquiries regarding this announcement should be directed to our Supplier Management program at SupplierManagement@imail.org.

We thank you in advance for supporting Intermountain's efforts to defend against the spread of COVID-19 novel coronavirus.

Respectfully,

John Wright

Dr. David Skarda

VP Supply Chain & Support Services

Surgical Services Clinical Program Medical Director

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PPE Recommendation and Instruction

Beginning Thursday, April 2, Intermountain asks all caregivers to begin following these updated recommendations for wearing Personal Protective Equipment (PPE) and to work as teams to ensure these modifications are implemented throughout our facilities. We're implementing them now in anticipation of broader community spread of COVID-19 and to protect our caregivers when patients or visitors with COVID-19 present before they're symptomatic.



1. Wear a procedural/surgical mask & face shield (or eye protection) if you work with patients or visitors. All caregivers who are patient-or visitor-facing will wear a procedural mask (not N95) and face shield (as available) at work each day. Please practice extended use guidelines and wear it for the duration of your shift unless it becomes wet or soiled. At the end of your shift, remove the procedural mask using the ear loops, discard safely, and wash your hands. Disinfect your face shield and store it in your department's designated location. Caregivers in visitor-facing roles should stay six feet away from visitors, or use plexiglass shielding as an alternative to face shields.

Job Aid: [What PPE should you wear?](#)



Avoid removing your procedural/surgical mask during your shift.

- If you must remove the mask, remove your gloves and wash your hands prior to removal.
- Then, using the ear loops, carefully remove your mask and place it in a paper bag clearly labeled with your name, and wash your hands again.
- Before putting your mask back on, wash your hands, place the mask using only the ear loops, adjust the mask, and wash your hands before donning fresh gloves.
- Follow this procedure when you go on break to eat.



2. Caring for COVID-19 positive or test-pending patients.

Caregivers should wear contact/droplet precautions, including gown, gloves, procedural mask, and eye protection or face shield when providing direct care at the bedside, or working within six feet of **any patients tested (pending or positive) for COVID-19.**



3. Aerosol-Generating Procedures (AGP) for all patients

Caregivers should wear contact/airborne precautions, including gown, gloves, PAPR (first choice) or N95 respirator and face shield (second choice) when performing an AGP on **any patient** (and for an hour after the procedure). At the end of your shift, or at one hour post AGP, remove your N95 respirator and place it in a paper bag, labeled with your name and store in your department. If your department is enrolled in the N95 respirator reprocessing trial, the respirator will be collected to be reprocessed. **Job Aid: [N95 Reuse](#)**

NOTE: If the patient is in contact/droplet precautions and has an AGP, the caregiver should follow the same removal instructions as in item #1 prior to using the PAPR or N95 respirator.



4. N95 respirator distribution

First responders and direct patient caregivers in the Emergency Department, Intensive Care Unit, Labor and Delivery, MedSurg, Operating Room, and InstaCare locations will be given an N95 respirator to be used in emergencies or code situations. Fit testing will be completed in 1-2 weeks. The N95 respirator should be removed at end of each shift and placed in paper bag, labeled with your name and stored in your department. If your department is enrolled in the reprocessing trial, the respirator will be collected to be reprocessed. The respirator can be used safely for two weeks if needed prior to disinfection. However, if the respirator becomes wet or soiled, it should be discarded.



5. Conserve PPE

All caregivers should practice extended use for procedural masks and reuse standards for N95/face shields.

For additional PPE information/recommendation, visit the [COVID-19 PPE toolkit](#) located on [Intermountain.net](#)








What PPE to Wear to Stay Safe

April 1, 2020



All caregivers who are patient- or visitor- facing will wear a procedure mask (not N95) and face shield (as available and distributed) at work each day.

	Eye Protection* / Face Shield 	Gown 	Gloves 	Procedure / Surgical Mask 	Respirator: PAPR / N95 
Direct (within 6 ft) patient caregiver hospital and urgent cares (physician, APP, RN, RT, PCT, MA urgent care) Limit numbers of times/shift in room for all For positive COVID-19 patients or patients pending tests	✓	✓	✓	✓	
Direct patient caregiver hospital and urgent cares (physician, APP, RN, RT, PCT, MA urgent care); Restock/adjust pump, in room at >6 ft. For positive COVID-19 patients or patients pending tests	✓		✓	✓	
Direct non-respiratory ambulatory patient caregiver (physician, APP, RN, RT, PCT, MA)	✓			✓	
EVS in patient room (never during or 1 hr after aerosolizing procedure) For positive COVID-19 patients or patients pending tests	✓	✓	✓	✓	
Performing aerosolizing procedure or entering room within 1hr for all patients (Including COVID-19 testing)	✓	✓	✓		✓
Imaging Tech – x-ray in the room (portable) or in Radiology For positive COVID-19 patients or patients pending tests	✓	✓	✓	✓	NO unless aerosolating procedure
Phlebotomy on clinical care unit For positive COVID-19 patients or patients pending tests	✓	✓	✓	✓	
Caregivers in other patient/visitor facing areas (HUC, PSR, registration, etc.)	✓			✓	
Caregivers only briefly entering clinical care units (nutrition, pharmacy tech, pharmacists, etc.)	✓			✓	
Greeter / Screener	✓			✓	
Greeter / Screener w/ Temp Check Screening	✓		✓	✓	
Transporter – in the room For positive COVID-19 patients or patients pending tests	✓	✓	✓	✓	
Transporter – out of the room For positive COVID-19 patients or patients pending tests	✓			YES, patient and caregiver	
Security	✓			✓	
Security – direct patient care For positive COVID-19 patients or patients pending tests	✓	✓	✓		✓
Caregiver Safety Officer	✓			✓	

* Caregivers may wear their personally-owned eye protection; this does not include regular eyeglasses.