



BAPTIST HEALTH

Volunteer Services

COVID TRAINING PROGRAM
June/July 2020

This training is designed to share new processes and procedures required by Baptist Health Lexington and Volunteer Services to maintain the safest environment for you, our Volunteers, as well as our patients, guests and employees.

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 Staff 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 100.4
- ✓ Unexplained Cough
- ✓ Shortness of breath
- ✓ Nausea/vomiting
- ✓ Muscle aches/pain
- ✓ Persistent Headache
- ✓ Respiratory illness
- ✓ New 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 traveled outside the United States,
or
 - If you are exposed to a COVID positive person or anyone in your household tests positive
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- ✓ Inform the Volunteer Office
 - ✓ Self quarantine for 14 days
 - ✓ Monitor for symptoms

Before You Arrive at Baptist Health Lexington

- **Wear** clean uniform/clothes
 - ✓ Uniform must be laundered prior to next wearing
- Wear your Baptist Health Volunteer ID badge
- Not have any of the symptoms described previously
- Plans are in the works for paid and volunteer staff to formally self report before entry into the building.
Stay tuned for more details.

Wearing a Mask

- As a Baptist Health Volunteer, you are required to wear a hospital provided mask continually while volunteering.
- Safety is our priority.
- If you are unable to wear a face mask, we understand, but you will not be able to continue to volunteer while masks are required.
- Masks will be provided to you when you arrive.
- If you are wearing a personal mask, you may be asked to change to a hospital provided mask once you arrive at the hospital.
- You are to put a mask on before leaving your vehicle, and you must wear a mask when leaving until inside vehicle.

Mask Instructions

For everyone's safety, patients and visitors are expected to comply with our universal masking policy during the entire visit.

- Clean hands before touching / putting on mask.
- Mask has a front, back, top and bottom.
- Front of mask “folds” point down and may be colored. The front should face away from you. Typically, the white is on the inside.
- The top of the mask has a wire which molds over the bridge of the nose.
- Fit mask to cover face (nose and mouth).
- Wear mask upon entry to the facility and remove mask when in your vehicle to leave the facility. Clean hands.
- Do not touch the mask while it is on your face.
- Mask should always cover nose and mouth and should never be pulled down under chin.

Mask Instructions

Masks may be removed ONLY

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

Keep Hands Clean

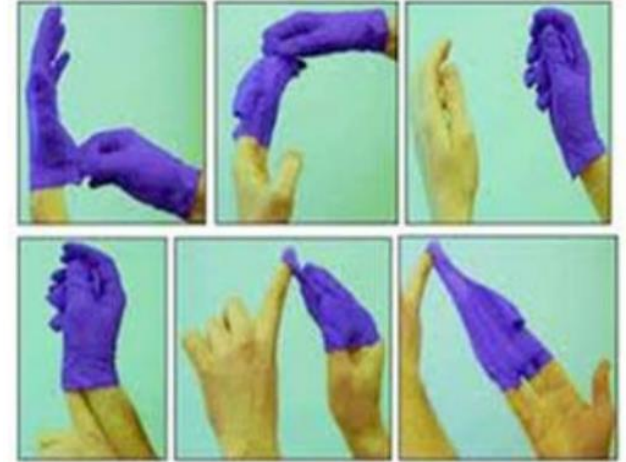
- Clean hands frequently. If washing with soap and water, wash your hands for 20 seconds or more, making sure to get your fingertips and under your nails.
- Clean hands before touching eyes, nose or mouth and before eating.
- Clean hands before and after using the bathroom, and before blowing nose, coughing or sneezing.
- Clean hands after touching frequently touched surfaces (door handles, elevator buttons, light switches, etc.)

Standard Precautions

- ✓ Hand sanitize as you arrive at your Volunteer area
- ✓ Disinfect your workspace, if appropriate
- ✓ Put on gloves
- ✓ Use wipes provided
- ✓ 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
 - ✓ Before and after you use the restroom
 - ✓ Before and after you eat
 - ✓ Whenever in doubt

Standard Precautions

- Use gloves
 - ✓ When using disinfectant wipes
 - ✓ When cleaning up an unknown spill
 - ✓ When removing papers, tissues or other items
- Remove gloves **immediately** after the task and use sanitizer
- Never use your cell phone with glove on
- Gloves are **NOT** needed for most tasks in non-patient care areas
- Gloves are **NOT** a substitute for regular hand hygiene

Standard Precautions

- Whenever possible, maintain a 6-foot distance from others
- Comply with all distancing directions within the facilities, including hallways and the cafeteria
- Never use your cell phone with gloves on
- Do not over crowd an elevator



COVID-19 and Baptist Health Lexington

- COVID-19 is a community spread infection
- Risk of exposure exists in all public settings, including volunteering at Baptist Health Lexington
 - ✓ 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 Baptist Health Lexington

If you start having symptoms and test positive to the Coronavirus at any time, you need to contact the Volunteer Office and Employee Health. Employee Health will conduct an evaluation to determine if a contact study is needed. This evaluates anyone that had prolonged contact you within the 48 hours prior to the symptoms starting or the positive test result. If you have tested positive or have symptoms you will need to be cleared to return to the hospital.

Employee Health can be contacted between 8am and 4:30pm.

Call 859-260-6503 and select options 7 or 8 for COVID related questions

COVID-19 and Baptist Health Lexington

Baptist Health complies with and conducts contact tracing with COVID positive individuals.

- As a Baptist Health 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 Baptist Health)

THANK YOU!

We are looking forward to seeing you soon!

**Thank you for completing this online COVID Training.
This must be completed and returned on your first day of
volunteering.**

Let us know if you have any questions or concerns.

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