



**To: LaSalle Clinic, Corporate and IPA Managers**  
**From: LaSalle Medical Management**  
**Date: April 8, 2020**  
**Update No.: 202004-3**  
**Re: Additional Workplace Safety Measures**

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Both San Bernardino and Riverside County Public Health Officers have issued orders mandating face coverings when out of the home performing essential functions. The San Bernardino County's order took affect at 5pm April 6, 2020

LaSalle leadership is immediately adopting this order and implementing it as follows:

1. Providers and Medical Assistants (Clinical Staff)
  - a. All clinical staff should already be using appropriate Personal Protective Equipment (PPE) when interacting with patients
  - b. Clinical Staff are subject to the Additional face covering requirements below.
  - c. Clinical staff are expected to use their issued facial covering and not use patient procedure masks.
2. Front Office, janitorial (Non-Clinical Staff)
  - a. Non- Clinical Staff are subject to the Additional face covering requirements below.
3. Medical Records, Billing, Referrals (Clinic Administration)
  - a. Clinic Administration staff are subject to the Additional face covering requirements below.
4. Corporate Office and IPA Staff (Corp)
  - a. Corp staff are subject to the Additional face covering requirements below.
5. Appointment Center
  - a. Appointment Center staff working on premises need not wear the face covering while seated at their workstation and clocked in due to interference with the headset.
  - b. At all other times, the Appointment Center staff working on premises are subject to the additional face covering requirements. For example:
    - i. A face covering must be worn when leaving the workstation
    - ii. A face cover IS required when seated at the workstation on a break or during lunch. (see section 8 for further instructions)

6. Additional face covering requirements. The face coverings must now be worn at any time on LaSalle premises. This includes:
  - a. Upon entering the building
  - b. When not clocked in such as during lunch or breaks (see section 8 for further instructions)
  - c. Alone in an office or cubical
  - d. In the break room
  - e. While on the phone. See Appointment Center exception.
7. How to put on and take off your face covering.
  - a. See the LaSalle Issued Mask instructions attached to this policy
  - b. Always use hand hygiene (wash with soap and water or Alcohol scrub) when doffing and donning your mask.
8. How to manage a face covering while on break or meal periods:
  - a. We encourage you to eat in your car
  - b. If you have a dedicated workstation you may eat there. This does NOT include Front Desk or MA workstations. The rules prohibiting food at workstations is being suspended while these additional face covering requirements are in place.
  - c. If you must eat in the break room you may remove your mask while eating, but it must be put on when you have finished.
    - i. While the facilities are being reconfigured with fewer tables and chairs to support social distancing you are responsible to maintain a respectable and appropriate distance at all times.
9. Care of LaSalle issued face covering
  - a. The mask should be laundered every 3 to 5 business days or when visibly soiled
  - b. To launder:
    - i. Remove the charcoal filter insert and store in a bag for reuse until 120 hours of use has been met.
    - ii. Machine wash with Hot water on delicate cycle or hand wash with regular laundry detergent. Let Air dry. Do NOT put in the dryer. They will shrink.
    - iii. When dry, re-insert the filter.
  - c. The charcoal insert has a life of approximately 120 hours. For all intents and purposes it should last two (2) business weeks before requiring replacement.
  - d. Replacement filters will be delivered to the clinics and offices for distribution as needed.
10. Consequences policy violations
  - a. Share this policy update with staff.
  - b. Use good discretion and judgment as you help staff adopt to this very new and foreign requirement
  - c. This is a county requirement like stopping at red light. Behave accordingly

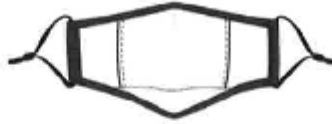
- d. Repeated incidents should be treated like any other safety violation. Apply the LaSalle progressive discipline policy
11. Failure to bring issued mask and lost/stolen masks.
- a. Employees must report to work with the assigned mask.
  - b. Lost, stolen or destroyed masks must be reported to the supervisor promptly for a replacement if available.
  - c. Clinical staff may not come into contact with patients without proper PPE. Non-clinical staff may be issued a temporary patient procedure mask if no replacement is available.
12. Configuring Facilitating for better and social distancing
- a. We urge all those in leadership positions to evaluate shared spaces for how they can be reconfigured to enforce social distancing. Shared spaces include break rooms and copy rooms etc.
  - b. If feasible remove tables to enforce 6 feet between tables.
  - c. Remove extra chairs (one or two) per table to enforce 6 feet between those seated at a table
  - d. On shared surfaces such as copiers and printers, put hand sanitizer within reach of the surface and a sign that must be removed to use the surface reminding to clean hands before use.
  - e. Place signage on shared kitchen handles (refrigerator, cabinet, microwave) reminding to wash hands before touching. Place signage so it must be moved to use the handle.
  - f. We expect site leaders to ensure break rooms and shared surfaces are cleaned hourly and logged like the present practice for restroom.

**Attachment:**

- 1. LaSalle Issued Mask instructions
- 2. San Bernardino County Order.

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## / Wear Method



- 1 Before wearing, adjust the cord to hang the earband to a suitable position and stretch the mask.



- 2 The nose of the mask is positioned upwards. Let the mask buckle the chin and hang the ear bands in turn.



- 3 After wearing, fix the nose beam according to the nose shape and recommend air tightness inspection; Cover the mask with both hands. If you feel air leaking, adjust according to steps 1 and 2.

Always wash your hands **before** and **after** donning your face mask.

These masks come with 2 filters.

1 Filter is to be inserted under the flap of cloth inside the mask as shown on the package.

Each filter should be good for 120 hours of wear. This is the equivalent of 5 days of continuous use.

You will need to keep track of the hours of use.

These masks are made of cotton/polyester and are able to be laundered.

Use regular household laundry detergent to clean them and let air dry.

**(do NOT put in the dryer, they will shrink).**

When you launder them (recommend at least weekly or more often)

1. remove the filter, and if the 120 hours has not been met, put the filter in a baggie for reuse

2. once the mask has been laundered and is dry, remove the filter from baggie and re-insert in the mask.

Only replace the filter after 120 hours of use.

The shipment of extra filters is due to arrive until April 6th and we will distribute to the clinics/offices.

These masks are for your protection and should be worn as instructed during the recent training.

If your mask becomes lost or broken, please let me know about it as soon as possible.

Thank you.

Barbara Graber



## Public Health

Trudy Raymundo  
Director

Corwin Porter  
Assistant Director

Maxwell Okidjuahe, M.D.  
Health Officer

Erin Gustafson, M.D., MPH  
Acting Health Officer

### ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SAN BERNARDINO

#### FOR THE CONTROL OF COVID-19

#### REQUIREMENTS FOR ALL INDIVIDUALS ENTERING CERTAIN LICENSED FACILITIES AND OTHER AGENCIES

#### WHO ARE NOT A PATIENT, EXISTING RESIDENT OR NEW RESIDENT

#### TEMPERATURE SCREENING AND SELF-EVALUATION FOR COVID-19 SYMPTOMS

#### MASKING OF ALL STAFF WHILE IN FACILITY

#### AVOIDING STAFF WORKING IN MULTIPLE FACILITIES

**DATE OF ORDER:** April 6, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both (California Health and Safety Code § 120295; County Code Section 31.0101 Et. Seq.)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, TITLE 17 CALIFORNIA CODE OF REGULATIONS SECTION 2501, AND SAN BERNARDINO COUNTY CODE SECTION 31.0101 ET. SEQ., THE HEALTH OFFICER OF THE COUNTY OF SAN BERNARDINO ("HEALTH OFFICER") ORDERS:

WHEREAS, on March 4, 2020, Governor Newsom declared a state of emergency for conditions caused by a novel coronavirus, COVID-19, and on March 11, 2020, the World Health Organization declared COVID-19 a global pandemic, and on March 10, 2020, the County of San

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## Further Clarifications

If you need further clarification please contact the LaSalle Corporate Office. You may print a staff member policy and procedure acknowledgement at

[http://policy.lasallemedical.com/index.php/Policy\\_and\\_Procedure\\_Aknowledgement](http://policy.lasallemedical.com/index.php/Policy_and_Procedure_Aknowledgement)