

**SBAR External surveyors, inspectors & vendors
August 17, 2020**

S: Access to YNHHS facilities by non-YM/YNHHS staff performing inspections/clinical functions

B: Executive Order 7III is a travel advisory effective July 24, 2020 which directs self-quarantine of persons traveling from affected states where there is significant spread of COVID. Healthcare workers are considered to be essential workers and are exempt from this directive when travel is related to their work in Connecticut. Similarly, state, local and federal officials and employees traveling in their official capacities on government business are also exempt from the directive. Healthcare facilities are frequently inspected by persons from outside agencies responsible for accrediting and licensing one or more aspects of operations. Medical device vendors frequently provide critical support functions which may require their physical presence.

A: As we open more clinical programs for patient care, there may be procedures that require the presence of a vendor as a critical member of the healthcare team. Likewise, completion of accreditation and inspection of our facilities and programs allows us to provide needed care and treatment. Vendors or surveyors who travel to CT from a state known to have a high prevalence of COVID may pose an increased risk for importing COVID into CT. Specific actions are recommended to mitigate the risk for the spread of COVID in alignment with YM/YNHHS guidelines and policies.

R:

1. External regulatory agencies, vendors and others sending staff to YM/YNHHS facilities are expected to comply with all YM/YNHHS guidelines and policies.

2. It is the responsibility of the YM/YNHHS leadership hosting the surveyor/vendor to;

A Surveyors

a. Advise the surveyor of the 14-day quarantine requirement and civil penalty of \$1,000 for failing to comply with the quarantine requirements.

If the surveyor is not exempt from the quarantine requirements:

- Request the external organization send inspectors from non-affected, low COVID prevalence rather than high COVID prevalence areas, if possible.
- Request the survey be completed remotely through virtual technology.

b. Surveyors who are exempt from the quarantine requirement should be advised of YM/YNHHS guidelines, policies and expectations when on site. If they are unable to comply with our guidelines, policies and expectations, a delay in the visit will be requested provided it will not have a negative impact on patient care or result in a loss of licensure or accreditation.

c. External surveyors should be managed with the same expectations as YM/YNHHS staff and shall;

- i. Check their temperature and self-monitor for symptoms concerning for COVID twice daily, and
- ii. If arriving from a high prevalence state, they should be tested for COVID within the first 2 days after arrival and at day 7 after arrival, if still working on site.
- iii Work from a distance using teleconferencing technologies, when possible.
- iv. When on site, follow all YM/YNHHS policies and guidance including the use of a face mask at all times, proper hand hygiene and maintaining physical distances.

d. When surveyors from a high risk State are not working (e.g., after hours and weekend), self-quarantine is required as per Executive Order 7III.

B Vendor Representatives

As Non-exempted staff, representatives who have in the past 14 days traveled to States identified as high risk by the State of CT are prohibited.

In the rare circumstance such a visit is deemed to be critical to patient care or safety, the following process will apply:

- a. Supplier representative submits a request to Corporate Supply Chain by calling (203) 815-5694 or emoc.csc@ynhh.org, identifying details of requested visit
- b. CSC will review with the Medical Director of Corporate Supply Chain, the physician and the site specific physician leader.
- c. If confirmed and accepted, CSC requests written approval by the delivery network specific YNHHS Infection Prevention and Occupational Health leader.
- d. CSC notifies requesting representative and provides instruction regarding State of CT expectations per the link below.
- e. Supplier representative must comply with State of CT Executive order 711 and will be held to the same standards above when on site.

<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>