Northwestern Medicine will begin screening employees and visitors as they enter hospital facilities as part of ongoing efforts to ensure the safety of our staff, physicians and patients. Screening at all hospitals begins Wednesday, March 25. Staff experiencing symptoms of illness (see list below) should not come to work.

**STAFF SCREENING**

At this time, the Illinois Department of Public Health asks all healthcare workers to take their temperature daily and be screened for COVID-19 symptoms. Staff must arrive to work through designated staff entrances only. Staff should plan to arrive 15 minutes before their shifts to complete the screening process.

Upon arrival at work, staff will be asked several questions, including:

- Do you have common symptoms of COVID-19: cough (new or worsening), sore throat, shortness of breath or temperature above 100 degrees F?
- Have you taken any fever-reducing medication within the past 24 hours to reduce your fever?
- Since you last worked, has someone in your household been diagnosed with COVID-19?

Any staff member who answers yes to any of these questions will be asked to return home and:

- Notify your manager that you will not be at work.
- Please call 312.47.COVID for next steps and disposition.

**VISITOR SCREENING**

In addition to employee screenings, new guidelines have been implemented for all people visiting NM facilities:

- All visitors (including outpatients) will be screened for risk factors and symptoms of COVID-19 and have their temperature taken.
- Visitors (including outpatients) who are cleared to enter the facility will be required to wear a badge at all times. Those without a badge should be directed to the main lobby for immediate screening.

For questions about staff and visitor screenings, please contact your manager. For questions about COVID-19, please visit NMI or call the COVID-19 hotline at 312.47.COVID (472.6843).

See below for details by region for employee screening, including which entrances staff must use and where screening areas will be located.
West Region
DELNOR HOSPITAL
Go-Live: March 25 at noon

Staff entrances
- Employees: Entrance off of the West Employee Lot (entrance will be marked)
- Physicians: East side of the building near the physician lounge

Screening area
- South Entrance Atrium

CENTRAL DUPAGE HOSPITAL
Go-Live: March 25, 5 am

Staff entrances
- First floor of attached parking garage
- Bed tower staff entrance

Screening area
- Near both entrances

KISHWAUKEE HOSPITAL
Go-Live: March 25, 5:30 am

Staff entrance
- South employee entrance, 24-hours
- North Medical Office Building entrance, Monday through Friday, 6:30-9:00 am

Screening area
- Inside each employee entrance

VALLEY WEST HOSPITAL
Go-Live: March 25, 5:30 am

Staff entrances
- East employee entrance-Admin/OB, 24 hours

Screening areas
- Inside the employee entrance

North Region
LAKE FOREST HOSPITAL
Go-Live: March 25, 2 pm

Staff entrances
• Entrance and tunnels that lead to Lower Level, F Pavilion
• Employee entrance through B

All other employee doors will be locked to ensure employees are screened immediately upon entering.

Screening areas

• Lower Level, F Pavilion
• Pavilion B, Cardiac Rehab space inside employee entrance

GRAYS LAKE OUTPATIENT CENTER
Go-Live: March 25, 2 pm

Staff entrance

• Entrance by the Surgery Center

Screening area

• Conference Center

NORTHWEST REGION
MCHENRY HOSPITAL
Go-Live: March 25, 2 pm

Staff entrances

• Near same day surgery, first floor, south side of campus
• Second floor, off the patio (adjacent to the PDR) in the cafeteria on the north side of campus

All other employee doors will be locked with badge scanners disabled to ensure employees are screened immediately upon entering.

Screening areas

• Near the above entrances

WOODSTOCK HOSPITAL
Go-Live: March 25, 5 am

Staff entrances

• Emergency bay ambulance entrance

Employees should badge into the time clock before proceeding to the testing.

Screening areas

• To the right between 5 am and midnight
• Emergency room from midnight to 5 am

HUNTLEY HOSPITAL
Go-Live: March 25, noon

Staff entrance

• Staff entrance walk-way, MOB corridor door east side

Screening area

• Directly inside entrance
Central Region
To complete the self-screening process, please take the following actions each day:

- Enter through designated staff entrances (based on building or clinic layout)
- Use hand sanitizer upon entry and practice social distancing
- Proceed to designated employee and physician screening / confirmation location (such as Kronos clock)

If you answer “yes” to any of the symptoms or questions, please take the following actions:

- Use your normal process to call-in for your shift
- Return home, mask yourself as you exit, and practice social distancing
- Call 312.47.COVID