



# Student Program guide to support recovery phase

Working safely during the Coronavirus

Revised: 07/01/20



**This is an interactive eBook - click the buttons to navigate through the information.**

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# Student faculty safety

1

## Risk assessment tool

Select the form image below to access the online screening survey:

Click!

### Student Programs - Preliminary Screening Process

Description: Employee Occupational Health (EOH) COVID 19 risk assessment tool for students and faculty

Do you have questions?

Please contact student services by phone 336-277-6703 or email [studentprograms@novanthealth.org](mailto:studentprograms@novanthealth.org)

\* Required

1. I am a Novant Health: \*

Select your answer

Submit

Never give out your password. [Report abuse](#)

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## 2 Pre-shift screening process

In order for you to be able to come to work without fear of being exposed to the COVID-19 virus, a pre-shift screening has been implemented. All team members working within our North Carolina Hospitals, including contract team members, will need to complete the pre-shift COVID-19 symptom screening before reporting to work.

Each day, you will complete the pre-shift questionnaire on your smartphone and register your temperature within 2 hours of your shift start time. You will display your results when entering the designated team member entrance at your facility. Visit this site to complete your pre-shift questionnaire:

[www.NovantHealth.org/preshiftscreening](http://www.NovantHealth.org/preshiftscreening)

If you do have access to a thermometer or smartphone, paper screening documents and thermometers will be available. Random temperature checks will be performed as an additional level of safety. Please allow additional time to get to work and complete the screening process within the 2 hour of your shift.

Other resources:

- Paper screening tool: [\(need acute form\)](#)
- Temperature check template: [\(need acute form\)](#)

### Random temperature checks

The screening station team members will perform random temperature screenings on team members and providers throughout the day. Team members or providers who exhibit a temperature of 100.1 or greater while working should contact EOH and will be sent home.



# Student faculty safety

3

## Pre-shift screening process; cont.

### Pre-shift

<b>Team members with smartphone and thermometer access</b>	Complete online team member screening, including temperature check and health questionnaire
<b>Team members with smartphone access, but no thermometer</b>	Complete the questionnaire section of the online team member screening tool only
<b>Team members with no smartphone access</b>	N/A – full screening to take place upon arrival at hospital
<b>Vendors, contractors, and others working within Novant Health hospitals</b>	Vendors, contractors, or other non-NH persons working within a hospital must complete the online screening tool.

### Upon arrival

<b>Team members with smartphone and thermometer access</b>	Present green check* result to designated team member at designated team member entrance
<b>Team members with smartphone access, but no thermometer</b>	Present yellow check* result to and have temperature checked by designated team member; if temperature is lower than 100.1 the team member is cleared for work
<b>Team members with no smartphone access</b>	Team member to complete paper form and have temperature checked by designated team member at designated team member entrance
<b>Vendors, contractors, and others working within Novant Health hospitals</b>	Present green check result to designated team member upon arrival at hospital; visitors at multiple sites only need to complete one screening per day.

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# Student faculty safety

## 4 Pre-shift screening process; cont.

Team members may review the pre-shift personal verification screening process by accessing the link below. Team members will use their NH email address to log in and vendors without an NH email address will need to use a personal email address.

<https://vimeo.com/408148131>

*Video demo on the screening process*



## What actions should I take based on the checks?

### **If you receive a green check, then you should report to work.**

Open the app and display the green check on your smart phone as you enter through the designated entry point. The green check should be valid and **completed within 2 hours of your shift start time**. The app will display green for 12 hours. Once 12 hours has passed, you will be required to complete the process again.

### **If you receive a yellow check, then you should report to work.**

If due to feeling feverish and have no access to a thermometer you should work from home until you can get access to a thermometer. You may also receive a yellow check if you have symptoms, but they are not considered to be symptoms of COVID-19 (e.g. runny nose). You will need to wear a mask during your full shift. You may receive a call from EOH regarding your current symptoms.

### **If you receive a red check, then you should NOT report to work.**

Your questionnaire results will be **routed to EOH through the app** for follow up. You should follow up with EOH and **notify your Supervisor or Manager** that you are unable to report for the shift due to receiving a red check. Complete the following form and EOH will follow up with you and provide guidance on next steps: <https://www.novanthhealth.org/intakeformcovid19>



# Student faculty safety

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## Universal masking

All student and faculty working in a hospital or clinic should wear a mask.

Team members who work within 6 feet or with patients for 10 or more minutes are considered **patient-facing** and should wear a surgical or procedural mask issued at the start of each shift.

All other team members should wear a cotton mask per the **nonpatient-facing team member** guidelines.

For more information, see Use of PPE.

Type of mask/ respirator	Nonpatient-facing team members	Patient-facing team members
Clean cloth / homemade mask	Yes	Yes (When not providing care for patients, such as in break rooms or when entering/exiting work, may not substitute for procedural or surgical mask)
Procedural or surgical mask with eye protection	No	Yes (Team Members who expect to be within 6 feet of patients for 10 or more consecutive minutes. Follow guidance on extended use)

COVID-19 Masking reference

<http://iconnect.novanthhealth.org/News/Documents/ COVID19/Masking%204.20.2020.pdf>





# Student faculty safety

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## If you think you have been exposed...

Click the document image below to access a copy of the document:



Novant Health (NH) Employee Occupational Health (EOH)

COVID-19 Resource

1. When should I contact NH EOH as a student or faculty?

**Faculty/students should contact EOH when:**

- They are exhibiting COVID-19 related symptoms (*immediate quarantine required*) new cough, worsening shortness of breath, general feeling of illness (malaise, chills, repeated shaking with chills, muscle pain, headache, sore throat, fatigue, congestion or runny nose, nausea or vomiting, diarrhea), or recent sense of loss of smell or taste
- They are asymptomatic and have experienced an exposure or PPE failure and/or absence of appropriate PPE (based on role)
- They are returning from any international location, a cruise ship, or any U.S. state that is considered a hot spot. Please refer to the COVID-19 Screening guidelines on I-Connect on the Covid-19 Resources tab under the EOH heading (*immediate quarantine required*)
- They have had contact with a PUI (“person under investigation”) or COVID positive person outside of work

2. How do I contact NH EOH?

**Steps to follow:**

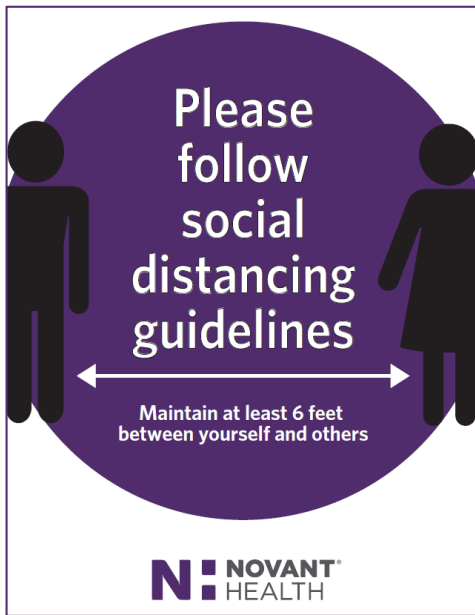
**STEP 1:** Instruct individuals to engage with EOH

- **OPTION 1: Fill out the online intake form.** It can also be found on I-Connect Page: COVID-19 Resources/EOH – or online at <https://www.novanthealth.org/intakeformcovid19> **OR scan attached code with your smart phone / tablet**



# Hospital preparation

## 1 Be prepared with hospital signage



Poster size: 11" x 17"

Laminated flyer/seat blocker size: 8.5" x 11"



Floor stickers, option 1 - noncarpeted flooring; option 2 - carpet flooring



Horizontal & vertical options (8.5" x 11"), for use with masking stations



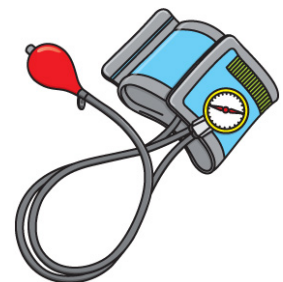
Laminated horizontal 8.5" x 11" sign for areas where water fountains are turned off

# Hospital preparation

## 2

### Preparing Hospital areas: Exam room, Procedure room, and imaging

- **Place all nonessential items on countertops inside of drawers or cabinets** (canisters, swabs, bandages, etc.)
- Place most common used items at front for ease of access.
- Only place items such as otoscopes and ear/nasal speculums in holders on countertops.
- Ensure appropriate cleaning supplies and PPE available in each room.
- Ensure sharps containers are less than 3/4 full - if close, replace with new container.
- Ensure any patient supplies (table paper, pillow covers, gowns, stirrup covers) are stocked in exam tables or cabinets.
- Ensure soap and hand sanitizer dispensers are available and in working condition.
- If computer keyboard does not have a cover, consider placing plastic wrap over keyboard and replace after each use.
- Blood pressure cuffs, and any other items with soft surfaces, should be placed in drawers and cleaned after each patient.
- Infusion areas - Space infusion chairs at least 6ft apart.
- Medication/lab carts: all items placed inside drawers - nothing stored on top of cart.
- Ensure any linens are stocked and easily available for team member to access for patient.
- Exam Curtains: Assess Hospital need. If not needed, remove. If needed, should be sprayed with Sani-24 spray and allowed to air-dry between each patient and at end of day.





# Hospital preparation

3

## Preparing Hospital areas: Nursing station

- Remove clutter from workspaces and countertops. Remove personal items from countertops.
- Gather and store items for multiple team member access such as pulse ox, thermometers, etc., in location to minimize exposing other items or surfaces. Ensure alcohol wipes or other appropriate cleaning wipes are easily accessed to clean between each patient.
- Ensure appropriate PPE is stocked and readily available for team members.
- Remind team members no food or open beverages in work area.
- If shared keyboards and no cleanable cover, consider covering with plastic wrap to be replaced after each use.

4

## Preparing Hospital areas: Lab and phlebotomy spaces

- All furniture must be wipeable with no tears
- Place any unnecessary furniture (including cloth covered chairs) in location away from use - rope off if needed to store in lobby corner and use signage.
- All furniture is spaced out with a minimum of 6 feet in between - denote placement on floor so visible to patients.
- Place all nonessential items on countertops inside of drawers or cabinets (remove baskets of draw supplies from patient space.)
- Remove items such as urine cups and wipes, sharpie pens, etc. from baskets in common lab area or restrooms. Store inside cabinets and provide to individual patient.
- Have labels available to label urine cups for patient prior to entering restroom to collect specimen.
- Remind team members to label specimens in front of patient and ask patient to verify information correct.
- Ensure PPE and cleaning supplies as well as **green is clean** ribbon stocked for use
- Remove paper towel or absorbent towel from urine pass-through so space easily cleanable.
- Remind team members no food or open beverages in work area.
- Remove patient nourishment and nourishment refrigerators. Have bottled water and individually wrapped snacks available to provide patient as needed.



# Hospital preparation

5

## Preparing common areas: Team member restrooms

- Stock hand towels, tissue, hand soap and hand sanitizer and ensure dispensers are in working condition and have adequate product.
- No extra paper towels/toilet paper sitting outside of the holders
- Ensure appropriate cleaning supplies and appropriate PPE readily available.
- Remind all team members they are responsible for cleaning as they leave space.

Learn more about **Green is Clean**

[http://iconnect.novanthealth.org/News/Documents/Green%20Is%20Clean%20Poster%20\(3\).pdf#search=Green%20is%20Clean](http://iconnect.novanthealth.org/News/Documents/Green%20Is%20Clean%20Poster%20(3).pdf#search=Green%20is%20Clean)

Green ribbon - Ariba as item # 557209 and is in-stock at the NHLC

## What state are you in?

Medical Devices / Equipment are always in one of three states:  
In Use, Dirty or Clean (stored, ready for use).

## If it's Green, It's Clean

### Dirty Equipment

- Is cleaned prior to use on next patient or placed in designated dirty storage areas/utility rooms as soon as possible
- Any items not identified as clean/ready to use will be cleaned before use

### Cleaning/Disinfection Process

- Wipe/wet the equipment with the appropriate product
- Monitor to ensure surface stays wet for the correct time
- Rewet/wipe the surface if it dries before the time is complete
- The NH Disinfectant Grid is available on NH Intranet with instructions for additional disinfectant products approved for use within NH



4 minutes

3 minutes



### Clean/Ready To Use Equipment

- Is identified by a green plastic ribbon (**Ariba # 557209**) found in clean utility rooms
- The green plastic ribbon is attached in a manner that requires the ribbon to be removed and discarded before use, see examples below
- For equipment with multiple pieces, tie the pieces together with the ribbon to ensure it is removed prior to use. *If this is impractical, attach green plastic ribbon to each piece.*
- Equipment is then stored in clean utility or storage areas
- Some equipment may be covered with a bag in addition to the green ribbon



### Important Points:

- This process includes any equipment that is used on a patient and will then be used on another patient. Equipment that stays in the patient room when the room is cleaned will be considered clean unless removed and stored in another location.
- Items not designated as clean/ready for use are cleaned before use.
- Clean items are not to be stored in dirty / soiled utility rooms. All items in those areas are considered dirty and not ready for use without being cleaned.



# Patient safety - Hospital cleaning

1

## Hospital cleaning and safe processes

Hospital cleanliness is one of the most important things we can do to help our patients feel welcome and safe when they arrive at our facilities. **Cleanliness is a team effort!** Our environmental services teams are on-site 24/7 should cleaning needs arise.












# Patient safety - Hospital cleaning

2

## Hospital cleaning and safe processes

Be aware of the disinfection to be used in your areas. Use the below grid to assist in your cleaning plan. Remember to wear gloves when using this agents when indicated.

NOVANT HEALTH		DISINFECTION & FOOD SERVICE WIPES					
	Product	Kill/Wet/Contact Time *	Recommended Surfaces	Category of Disinfectant	Dilution expiration	Lawson #	Notes
	Sani-Cloth AF3 (Gray top)	3 minutes	Hard surfaces - IV poles, BP cuffs, wheel chairs, commodes. Must be used to clean Abbott glucometers.	Quaternary Ammonium. Product is alcohol free	See manufacturer's expiration on container (set at 2 years)	# 99403	For general disinfection; not for use with isolation precautions. <b>Wear gloves.</b>
	Sani-Cloth Bleach (Orange top)	4 minutes	Compatible with hard surfaces ** Specific equipment like CareFusion Alaris pumps.	Sodium hypochlorite (Bleach)	See manufacturer's expiration on container (set at 11 month expiration)	# 99404	For all isolations, including <i>C.diff</i> , <i>Norovirus</i> . <b>Wear gloves.</b>
	Sani-wipe (Red top)	1 minute	Food service items -dining tables, coffee pots, refrigerators, microwaves, office desks/mouse/keyboard, toys.	Quaternary Ammonium. Product is alcohol free	See manufacturer's expiration on container	# 592232	<b>Gloves not needed.</b>
	PeriSept	2 minutes (Hepatitis B/C in 5 minutes)	Not recommended for copper, brass, granite, marble, or zinc. Nor used on unsealed/uncoated marble or terrazzo floors.	Peroxyacetic acid / hydrogen peroxide	24 hours	Used only by EVS	General use disinfectant for EVS.
	NorOxyCdiff	2 minutes (Hepatitis B/C in 5 minutes)	Not recommended for copper, brass, granite, marble, or zinc. Nor used on unsealed/uncoated marble or terrazzo floors.	Peroxyacetic acid / hydrogen peroxide	Test before use	Used only by EVS	Used by EVS for 'misting'

\*Surface must stay wet for the specified time. Do not wipe dry. 02/21/2019

\*\*To potentially decrease risk of cracking vinyl, wipe surfaces after kill time with water and a clean cloth. Wear gloves.





## 3

## Hospital cleaning and safe processes

### Managing patient paperwork

- Team member should **wear gloves** when handling patient items.
- If patient signature is necessary, follow this process:
  - Designate a drawer/location where patient handled paperwork can be placed out of common workflow for papers to be placed until infectious timeframe has passed.
  - Paperwork may be scanned into the medical record after **72 hour infectious timeframe** has passed
  - Use plastic clipboard and clean after every use.
  - Provide pen for patient signature. Consider giving pen to patient. If cost prohibitive, clean pen with appropriate cleaning wipe.
  - Place paperwork in designated infectious storage location. Remove plastic wrap from clipboard. Remove gloves.
  - Sanitize hands and don clean gloves.
  - Wipe drawer handle and drawer face with appropriate wipe.
  - Wipe clipboard and pen (if applicable). Allow both to air dry. Remove gloves and sanitize hands
  - After kill/dry time, place new plastic wrap on clipboard to be available for next use. Place in a designated clean area until needed for use.



# Use of PPE

1

## PPE donning steps

Click the document image below to access a full-size copy of the 3 page document:



**SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

**1. GOWN**

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist




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**2. MASK OR RESPIRATOR**

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator




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**3. GOGGLES OR FACE SHIELD**

- Place over face and eyes and adjust to fit




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**4. GLOVES**

- Extend to cover wrist of isolation gown



**USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION**

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



CS250672E



# Use of PPE

2

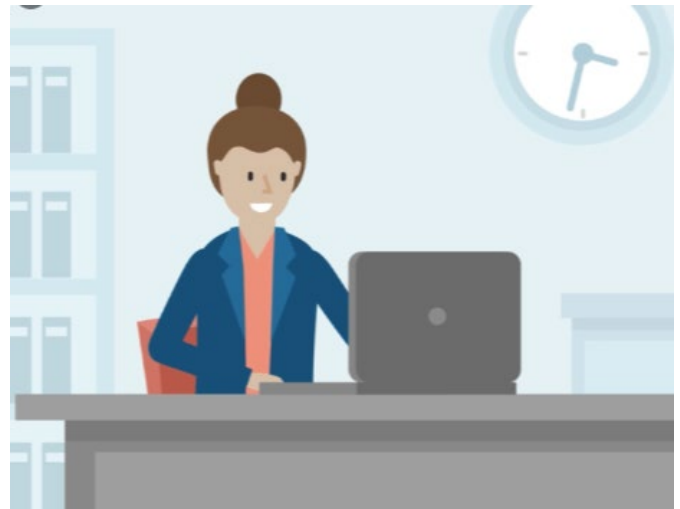
I am working the front desk. What PPE should I wear?



1. Procedural or surgical mask
2. Gloves (when handling patient items)

I am working the check-out desk. What PPE should I wear?

1. Procedural or surgical mask
2. Gloves (when handling patient items)





# Use of PPE

3

I am working in the patient room. What PPE should I wear?



1. Procedural or surgical mask
2. Gloves
3. Gowns (if PUI or COVID +)
4. Goggles or face shield (if PUI or COVID +)

I am the provider in the Hospital.  
What PPE should I wear?

1. Procedural or surgical mask
2. Gloves
3. Gown (if PUI or COVID +)
4. Goggles or face shield (if PUI or COVID +)





# Use of PPE

4

## Wear a mask

Click the image to access a printable document.

**Wear a mask. Slow the spread. Protect your neighbors.**

**Why mask?**



High risk      Medium risk      Low risk

**How to properly wear a mask**



X      X      ✓

Always cover your nose, mouth and chin with your mask.

Learn more at [NovantHealth.org/mask](https://www.novanthealth.org/mask)



### Is it mandatory for me to wear a mask at work?

- Yes. All team members in North Carolina are now required to wear a mask at work — this is part of our new normal in all Novant Health facilities to keep us all safe.
- The Centers for Disease Control and Prevention recommend that everyone who enters a healthcare facility wear a mask (cloth or procedural).

### How do I get a mask?

We encourage nonpatient-facing team members to bring in and wear a clean cloth mask from home. If you do not have one, a mask will be provided to you.

- **If you work at a Hospital**, masks for nonpatient-facing team members will be distributed during the pre-shift screening process.
- **If you work in a corporate or administrative area**, we encourage you to work remotely, if possible, to conserve hand sanitizer and personal protective equipment (PPE) for team members on the front line. **If you must come into the office, please bring in a mask from home until your cloth Novant Health-branded mask is delivered to your home address in mid-May.**



# Use of PPE

5

## Patient-facing masking

Given the widespread community transmission of COVID-19, we have taken additional steps to protect our team members, providers and patients. All team members who work within 6 feet of patients for 10 or more minutes should wear a surgical or procedural mask.

### Why are we moving to patient-facing masking?

This patient-facing masking approach will protect our team members and patients should they come into contact with anyone who may be asymptomatic or whose symptoms have not yet been identified as the result of a COVID-19 infection.

### How will patient-facing masking work?

Patient-facing team members should wear a surgical/procedural mask. One surgical or procedural mask will be issued at the start of each shift. The issued mask is to remain properly in place on your face and only be changed when the mask becomes visibly soiled or damaged.

Team members are asked to be mindful of conservation needs and strictly limit activities which would require removal of the mask.

Be sure to wash your hands frequently. Masks should be maintained in place on the face for prolonged periods — not hanging under the nose or mouth.



Once the procedural or surgical mask has been removed it should not be reused. A cloth mask should only be worn outside of patient care settings, such as in the break room.

### Who does patient-facing masking apply to?

All team members who are working on site in acute settings with patient contact will be asked to wear a mask they will be issued for the duration of their shift. If you work within 6 feet of patients for 10 or more minutes, then you should wear a mask.



# Use of PPE

6

## Nonpatient-facing team member masking

- **Nonpatient-facing team members** can wear nonmedical grade masks, such as reusable cloth masks. You may be given surgical or procedural masks until enough reusable cloth masks are available from our suppliers. **If you work within 6 feet of another person for greater than 10 minutes, each person needs to wear a mask — even while working. If you can maintain 6 feet of separation while working, the masks can be removed. Also wear your mask when walking around the building — you don't know who you may interact with and it demonstrates we are all in this together.**

### How do I prevent self-contamination while wearing a mask?

As a reminder, everyone who receives a mask should follow best practices to prevent self-contamination:

- Continue to wash your hands frequently and follow social distancing rules.
- Always keep the mask over your nose and mouth — it should never dangle around your neck.
- Remember, the mask's primary purpose is to keep any germs you may have from spreading to others as you talk, cough or sneeze. It also may keep you from touching your face. By preventing you from touching your nose and mouth, the chance of transmitting germs to yourself decreases significantly.
- If your mask is a reusable cloth mask, wash it in the laundry on hot after each shift so it's clean and ready to wear the next day.

Learn more: <http://nh.team/universalmasking>



# Use of PPE

## 7 Do I need an N95 mask?

Only healthcare professionals who will be performing aerosolizing generating procedures should wear an N95 mask. Prior to wearing a N95, the individual must be fit tested to ensure a proper fit. You may contact the NHMG Education Dept for assistance if you feel you will need to be fit tested.

If your Hospital will be collecting COVID-19 specimens, you will need to wear a N95 mask. Hospitals are encouraged to screen patients for symptoms of COVID-19 prior to the appointment and direct patients to locations where testing can be accomplished.

If you have questions about the type of mask you should be wearing, please reach out to your Hospital administrator.

### **Aerosolizing Generating Procedures (AGP)**

[http://iconnect.novanthealth.org/News/Documents/\\_COVID19/Aerosolizing%20Procedures%20and%20Sign\\_updated\\_03302020.pdf](http://iconnect.novanthealth.org/News/Documents/_COVID19/Aerosolizing%20Procedures%20and%20Sign_updated_03302020.pdf)

## 8 Wearing gloves for your protection.

- Team members should wear gloves when coming in contact with patient items (insurance cards, forms) and when providing patient care such as taking a blood pressure.
- Don your gloves when you enter the exam room in front of the patient. After completing the task, remove your gloves and wash your hands or use hand sanitizers.
- Never wear your gloves from patient to patient. Always discard your gloves in the patient room prior to leaving the room. Again remember to wash your hands for 20 seconds or gel with hand sanitizers. Let the patient see you washing your hands. It builds trust and confidence in their care team.





# Use of PPE

## 9 When should I wear a gown?

Use standard precautions when considering when to apply a gown.

A gown is indicated when you suspect the patient may be a PUI. An isolation gown should be donned as soon as symptoms are identified.

When doffing the gown, it should be removed in the room and not worn for extended use.

### Gowns

<p><b>Isolation Gown (Universal Blue)</b></p>	<p>Cardinal Health</p>	<p>V5210PG</p>	<p>484554</p>	
<p><b>Isolation Gown (Universal Yellow)</b></p>	<p>Cardinal Health</p>	<p>484564 484555 484562</p>	<p>7211PG VAT4437-XL V1100PG</p>	



# Hospital workflows

1

## Hospital arrival

- The hospital, offers the patient a mask, introduce self, and explain the process to the patient of what to expect.
- Remember to follow the Warm Welcome Always Event
- Patient comes to front desk for sense of “normalcy.” Spots marked 6’ apart in case anyone is waiting with special stickers
- Front desk should have glove or hand sanitizer

### Limiting lobby use

- May be needed for patients who come by public transportation or do not have a cell phone
- Designate a small assigned area of our lobby with marked seats 6’ apart. Remove chairs to designate limited seating (or turn some chairs backwards). Consider some grouped chairs together designated for patient + visitor.
- The Hospital team member takes the patient back as quick as possible, remembering to utilize the Lobby Invitations Always Event
- A will team member clean the lobby area that was utilized.
- Remember to update patients on wait times as applicable

2

## Bringing patients back to triage / exam rooms

- Team member meets patient at the door to take back.
- The patient goes straight to the exam room for visit.
- Exam room has visible indication that it has been cleaned for patient. Talking points: “We have cleaned this room in preparation for you coming. We want to make sure that you know that you are safe here.”
- Collect updated insurance card and cash if needed.





# Hospital workflows

3

## End of visit

While the patient remains in the Hospital:

- Consider having the Hospital team member scheduling the follow-up appointment in the room with patient
- Consider suggesting the patient utilize MyChart to schedule their follow-up appointment

Ask patient their preference on receiving their AVS

- If patient needs it printed, consider giving the patient the AVS while the patient is in the room
- Or, send to them through MyChart. If the patient does not have MyChart, provide information about MyChart or help patient sign-up







# Resources

- **Green is Clean**  
[http://iconnect.novanhealth.org/News/Documents/Green%20Is%20Clean%20Poster%20\(3\).pdf#search=Green%20is%20Clean](http://iconnect.novanhealth.org/News/Documents/Green%20Is%20Clean%20Poster%20(3).pdf#search=Green%20is%20Clean)
- Green ribbon - Ariba as item # 557209
- Tip sheet for Credit Card on file:  
[http://teamportalprod1.novanhealth.org/dimensions/ref/pmreference/Front%20Desk/Saving%20a%20Credit%20Card%20on%20File\\_CAD0062.pdf#search=credit%20card](http://teamportalprod1.novanhealth.org/dimensions/ref/pmreference/Front%20Desk/Saving%20a%20Credit%20Card%20on%20File_CAD0062.pdf#search=credit%20card)
- Antimicrobial sleeves for iPads and tablets Ariba #APS812B
- Easy Screen wipes for cleaning electronic devices and charging cords Ariba #485974
- Hospital Cleaning Checklist for Recovery Phase during COVID-19

<http://iconnect.novanhealth.org/NMGPractices/HospitalMgrResources/Documents/Final%20NHMG%20Covid%2019%20Cleaning%20Checklist%20to%20Post.xlsx>

Procedural/Surgical Masks				
Procedural/Surgical Mask	Halyard/ O&M	47117	40707	
Procedural/Surgical Mask	Medline	NON27300	191385	



# Resources

If you receive an error message when trying to order Novant # 557209 Tape Flagging Fluorescent Lime Green 150 Ft, please follow the three steps below.

1. Contact Supply Chain Customer Service

- For urgent requests call 877-308-7101
- For non-urgent requests submit a Service Portal > Supply Chain ticket

2. Please state the following "I have a GL Account error on Novant # 557209 Green Tape. Can you please have GL Account # 061138 linked to my Cost Center # <provide the cost center # for the ordering Hospital?"

3. Once either Supply Chain or Finance to confirm that the accounts have been linked, please wait 2 hours and then try to submit the order again.

EXIT

MENU

PREV

NEXT