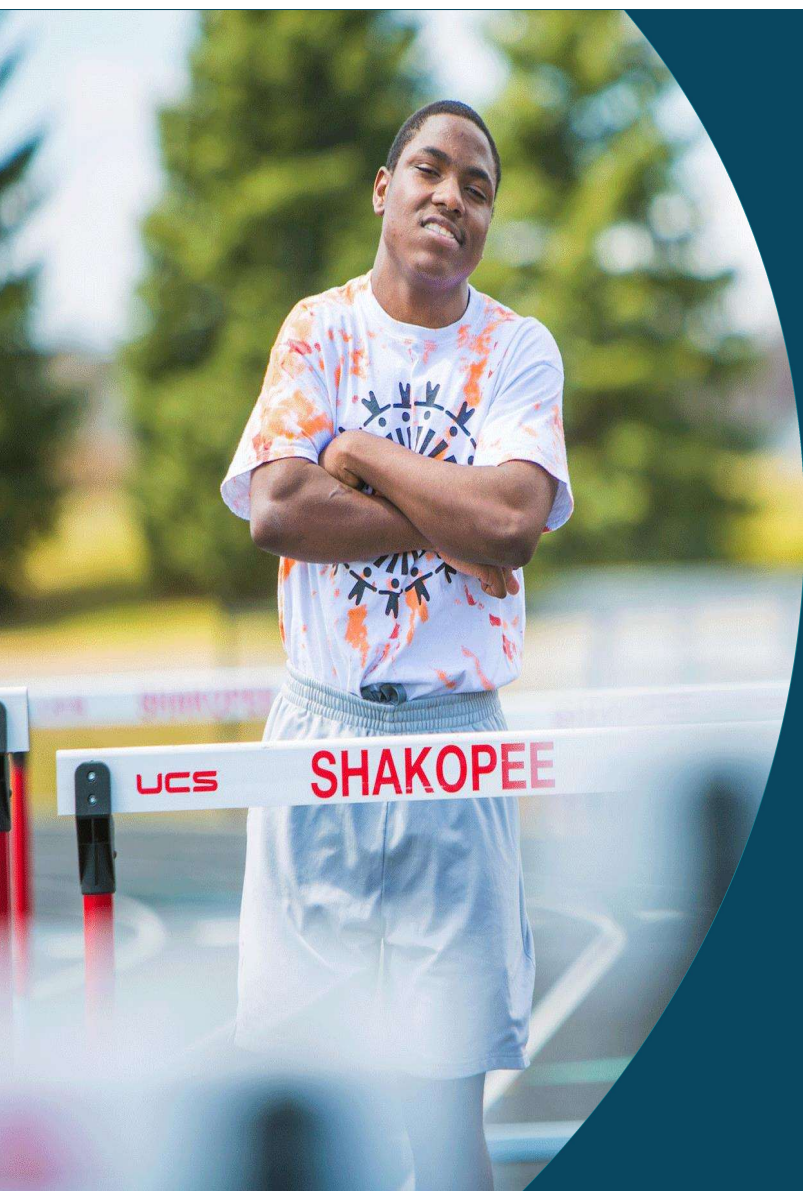


# Contractor Education





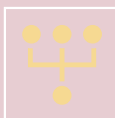
# WHY this Education?



Safety for everyone (patients, visitors, staff and contracted workers) is a primary goal at all Gillette Children's locations.



YOU are an integral part in keeping EVERYONE SAFE.



Be familiar with the following information: It is your guide to know YOUR role and responsibilities when working within our facilities.

# This education applies to ALL sites below



## St. Paul Campus

200 University Avenue East  
St. Paul, MN 55101



## Alexandria Clinic

Alomere Health Plaza  
1500 Irving Street, Suite 201  
Alexandria, MN 56308



## Mankato Clinic

Wickersham Health Campus  
1421 Premier Drive  
Mankato, MN 56001



## St. Paul - Phalen Clinic

435 Phalen Boulevard  
St. Paul, MN 55130



## Baxter Clinic

15860 Audubon Way  
Baxter, MN 56425



## St. Cloud Clinic

CentraCare Health Plaza  
1900 CentraCare Circle  
St. Cloud, MN 56303



## Maple Grove Clinic

9550 Upland Lane North  
Maple Grove, MN 55369



## Bemidji Clinic

505 Paul Bunyan Drive NW  
Bemidji, MN 56601



## Burnsville Clinic

305 East Nicollet Boulevard  
2nd Floor  
Burnsville, MN 55337



## Duluth Clinic

Lakewalk Center  
1420 London Road, Suite 210  
Duluth, MN 55805



## Willmar Clinic

1303 1st Street South, Suite 1  
Willmar, MN 56201



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- WHY
- HOW



# Emergency Call List

| Department / Point of Contact |                                 |
|-------------------------------|---------------------------------|
| Environment of Care           | 651-578-5500                    |
| -Facilities/Engineering       | envofcare@gillettechildrens.com |
| -Project Management           |                                 |
| -Environmental Services       |                                 |



# Parking Area – Saint Paul Campus

- 680 Jackson Flat Lot
- West Ramp



# Confidentiality

right to confidentiality = **privacy**

If you see someone you know, don't ask about their reasons for being at the hospital or clinic!



PERSONAL  
ACCOUNTABILITY



Never talk with others about someone you saw while working at the facility!



# Cell Phone Use

## **NOT HERE:**

Treatment/diagnostics areas  
Hallways of patient care areas

## **YES HERE:**

Waiting rooms  
Public hallways  
Other public areas of the facility



## **WHY?**

- Quiet is a priority
- Can interfere with patient care equipment

# Tobacco Policy

Tobacco use is prohibited at all Gillette Children's facilities including

- Chewing tobacco
- E-cigarettes
- Similar products

Smoking is allowed off campus in designated areas



# Facility Access is Controlled for the SAFETY of Patients, Visitors and Staff

## WHAT THIS MEANS FOR YOU

- You MUST have identification or a visitor sticker.
- If you need a badge or temporary badge, please email [parking@gillettechildrens.com](mailto:parking@gillettechildrens.com)
- You MUST return temporary badges. **And DO NOT SHARE WITH OTHERS.**
- Report any missing keys, badges, tools or equipment immediately.
- Keep personal belongings secure at all times (vehicles included).
- Report any suspicious behaviors to Facilities or Security.



PERSONAL  
ACCOUNTABILITY

# Workplace Violence



- Is NEVER acceptable
- Can involve patients, visitors, or staff
- May include
  - Aggressive and threatening behavior
  - Aggressive and threatening words
  - Violent physical contact
- The ASK – immediately report any workplace violence you observe or experience to the Facilities teams or Security

## PERSONAL ACCOUNTABILITY

# Organizational Guidelines

- A focus of Gillette Children's is to foster patient, guest, staff and contractor **safety**. As a result, Gillette Children's or individual sites reserve the right to:
  - implement **temporary or permanent** guidelines that differ from normal day to day operating guidelines.
  - The expectation is that when any changes to existing guidelines or new guidelines are implemented and presented, you adhere to them.

# General Safety



## DO

- Keep tools and chemicals in sight
  - Use designated space for overnight storage
  - Keep neat and clean
- Maintain SDS for all chemical used
- Follow applicable codes, i.e., NEC
- Obtain permits for Hot Work, Above Ceiling (asbestos needs), Fire Wall, ICRA.
- Use lock out/tag out practices

## DON'T

- Leave safety hazards unattended (ladders, cords, chemicals etc.
- Expose areas to vapors, odors
- Work without the PPE that the job requires
- Enter restricted areas – MRI, Surgery, Nuclear Medicine



# Emergency Preparedness

- Overhead ALERT will sound; this will tell you what is happening
- Follow direction of hospital managers and staff for actions YOU need to take



- RED BOOKS are placed throughout the hospital and RED BINDERS are at the clinic registration desks
- They contain policy and procedure information for all alerts
- They are available to guide you if no facility staff is present



# Interim Life Safety Measures (ILSM)

- All projects of scope undergo an **ILSM** Assessment.
- Assessment determines measures that need to be implemented during the project. For example:
  - Addition of fire extinguishers
  - Creation of alternate exits
  - Documented use of noncombustible construction barriers
- ILSM Plan is posted at the construction site.
- Site project leaders perform scheduled ILSM audits.

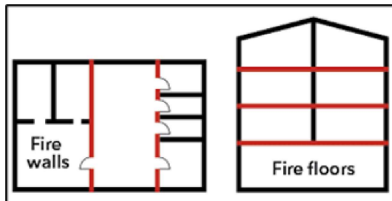


# Fire/Smoke Barrier



- Gillette Children's facilities are equipped with fire alarm systems that sound automatically when fire or smoke is detected.

- Each facility is divided into fire zones designed to contain a fire within the zone and protect the rest of the campus.



- Any alterations to fire doors and smoke/fire barrier walls and floors must be in compliance with fire code and approved by Facilities.

- Any penetrations through a smoke or fire partition or wall must be patched or closed with approved fire-rated compound.



LIFE (FIRE) SAFETY



- Initiated by overhead ALERT.
- Indicates a fire or smoke in the facility.
- **If the fire is not in your work area, evacuate to the exterior of the building.**

### KNOW THESE BASICS FOR FIRES IN CONSTRUCTION AREA!

#### Fire Response Steps

##### **RACE**

- Rescue – those in danger
- Alert – pull alarm
- Confine – close doors etc.
- Extinguish/Evacuate

#### Extinguisher Use Steps

##### **PASS**

- Pull – seal & arming pin
- Aim – at base of fire
- Squeeze – handle
- Sweep – side to side at base of fire

**All Gillette Children's facilities practice Fire Alert Drills on a preplanned, unannounced schedule!**

# Infection Prevention – WHY?

## Preventing Infections During Construction

- It is **our expectations** that no patient will become infected or harmed due to construction or renovations activities.
  - Dust and debris can carry fungus and molds into the air.
  - Water born pathogens are possible as well
- Infections can be serious to life threatening for our patients.

# Infection Prevention – WHY?

## Your Health is Important

- Do you currently have any of the following?
  - COVID 19 symptoms
  - Cold or coughing
  - Sore throat
  - Fever
  - Rash or any abnormal itching body and/or scalp, skin sores
  - Pink eye
  - Strep throat
  - Herpes simplex/Cold sores
- **YES** to any of the above may limit your ability to work onsite. Contact your Project Manager with questions.



# Infection Prevention – HOW?

## Prevent the spread of Infection:

### Airborne & Water Management Strategies

- Manage air flow
- Contain dust & debris
- Keep work areas clean and orderly
- Manage blood and body fluid appropriately
- Mitigate risk to water systems and cooling
- Mitigate risk of visible fungus & mold
- Mitigate risk of water damage by acting immediately
- Infection Control Risk Assessment (ICRA) when required

Controlled Dust & Debris



Controlled Fungus and Mold

### Other Infection Prevention Strategies

- Wash your hands
- Remove dust from your clothing before leaving work area
- Use Hand Sanitizers
- Cover your cough
- Do not come to work when ill

**INFECTION  
PREVENTION**



# THANK YOU!

Thank you for reviewing the expectations of you are someone who works within the walls of our Gillette Children's facilities!

Please click on the link below and sign the form.

<https://forms.office.com/r/5iPjYFbxGs?origin=lprLink>

## THE ASK:

- Remember these important safety guidelines whenever you are onsite.
- Make the safety of EVERYONE (patients, visitors, staff and YOURSELF) a primary goal while working at our facilities.
- Complete and return the attached Attestation of Contractor Education.





# QUESTIONS?

Contact the Facilities team at

[envofcare@gillettechildrens.com](mailto:envofcare@gillettechildrens.com) or 651-578-5500.