

**Welcome to**  
**ANNA JAQUES HOSPITAL**  
**OCCUPATIONAL HEALTH**

Beth Israel Lahey Health   
Anna Jaques Hospital

# Occupational Health

Health Screening

Event Reporting

Staff Symptom Monitoring Form

Employee Assistance Program

Karin Dieselman, APRN  
Director of Occupational Health

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We welcome you to Anna Jaques Hospital as a new or returning employee.

This presentation will review important information for you to use as needed for your health and safety needs as an AJH/SAGP employee.

Please don't hesitate to contact me with any concerns and/or questions that may arise during your orientation process or as needed.

## Who We Are:

- Karin Dieselman NP, Director, Occupational Health Services
- Jackie Carroll, NP
- Pam Fox, NP
- Stephanie Angelo, Medical Assistant
- Joni Johnson, Medical Assistant
  
- The Occupational Health Services department is located at the Amesbury Health Center 24 Morrill Place, Amesbury, MA 01913
  
- You can reach us at 978-834-8190
  
- OHS hours: 8:00am-4:30 (Mon-Wed) 7:00am-3:30pm (Th and Fri)

- All Health Screenings are completed by an Employee Health RN or NP in OHS.
- **The content of a health screening includes:**
  - **Immunization status:** (TB test, MMR status, Hepatitis B status if indicated, and chicken pox history for disease or vaccination, Tdap vaccine). Flu vaccine in season.
  - **Fit test** for N95 Respirator Mask. Performed on those who are expected to have potential exposure to diseases such as TB or other airborne diseases.
  - **Latex** allergy questionnaire completed and reviewed.
  - **Health history** completed and reviewed by EH nurse.
  - **Urine-based** drug and nicotine screen

- **Report** all accidents or incidences to your director, manager or supervisor.
- **Complete Work-Related Incident Report** and submit to director for signature: Work-Related Incident Reports also located on Anna-Online under FORMS, HUMAN RESOURCES: Work Related Incident Reports.
- **Injury Evaluation:** Report only, no treatment necessary. Complete incident report, submit to DD for signature then forward to OHS. Notify EH nurse if symptoms worsen or persist.
  - Evaluation and/or treatment needed.
  - ED evaluation needed if unable to wait until next business day for OHS, off-shift, weekend and/or holidays. If you sustain a work-related injury that requires treatment in the ED, you must follow-up on the next business day with the EHN.
  - Lost time: if you lose time from work because of a work-related injury, you must notify the EHN. The EHN is your advocate and the liaison between you, your treatment provider, and your department director.

- Contaminated sharps injury or unprotected blood/body fluid exposure.
- You **MUST** report the incident IMMEDIATELY to your supervisor.
  - The employee is evaluated and/or treated in the ED for potential risks for exposure.
  - HIV prophylactic medications must be started as soon as possible if potential for HIV transmission is high.
- **Injury prevention:**
  - Please do your best to be mindful of your work environment. If you see something that is of concern please bring it up to you DD.
  - Monthly safety meetings
  - Lifting devices:
  - Please make sure that you receive orientation to the lift devices and encourage those around you to use them

**TREAT ALL BLOOD AND BODY FLUIDS AS IF POTENTIALLY INFECTIOUS**

**BE AN ADVOCATE FOR SAFETY**

- If you have been out of work for **5 or more days**, you need a note from a physician to return to work.
  - You also need to be **evaluated by the EHN** before returning to work.
    - **Work-related and not work-related illnesses or accidents.**
- EH or OHS is **unable to treat employees for non-work-related** illnesses or accidents.
- Employee Health and Occupational Health Services are **HIPPA compliant** therefore you must sign a release to have copies of your records, and/or results to be released.
- **Flu vaccines** are offered free to AJH employees, physicians, and/or volunteers.
- **Annual TB testing** is no longer being done because of the very low risk of the hospital.
  - TB tests will be done:
    - Pre-employment 2-step testing
    - Post unprotected exposure to a patient with TB.

# Staff Symptom Monitoring Form

- The Staff Symptom Monitoring Form is an online attestation tool that all BILH facilities are using to monitor and report their symptoms. The form is one of the most effective ways to reduce the chance of COVID-19 transmissions and to keep symptomatic staff out of work. Therefore, in order to preserve our workforce and protect our patients.
- All physicians and staff, regardless of their role, must submit the Staff Symptom Monitoring Form each day.
- Please note how the daily symptom reporting process works:
  - Every day, staff working onsite will fill out the [Staff Symptom Monitoring Form](#) before beginning their shift or work day.
  - If you are not experiencing any of the listed symptoms, submit the form and report to work as usual.
  - If you are experiencing any symptoms consistent with COVID-19, please stay home and submit the Staff Symptom Monitoring Form remotely. Occupational Health will contact you to follow up on next steps.
  - If you are a staff member who is on any type of leave of absence, you will not be required to perform daily monitoring and reporting of symptoms. However, if you plan to come into any AJH or SAGP workplace for any reason, you will be required to report your health status as described above.

## *Additional Notes:*

- Our current on-site symptom monitoring process conducted by screeners will continue until we are fully enrolled in the online attestation system.
- If you also complete this form because you have a secondary role at another BILH facility, you are still required to complete this prior to any shift worked at Anna Jaques Hospital or Seacoast Affiliated Group Practices (SAGP).



# Staff Symptom Monitoring Form

- You can access the Staff Symptom Monitoring Form in a variety of ways:
  - The form is posted on [BILH's COVID-19 website](https://covid-19.bilh.org/staffhealthform/) (covid-19.bilh.org/staffhealthform/)
  - [AnnaOnline](#)
  - Anna Jaques Hospital Website - under “Careers” → “Information for Employees”
  - By scanning this QR Code with your smartphone camera:



- After you have completed the Staff Symptom Monitoring Form the first time, you will receive a text reminder every day. The text reminder includes a link to the form. *See example of text below:*

April 06 2020: This is a reminder to complete your BILH Staff Symptom Monitoring Form. You are only required to complete the form if your shift will be onsite at a BILH facility today. Reply STOP to opt-out. Msg & Data rates may apply.  
<https://covid-19.bilh.org/staffhealthform/>



## Employee Assistance Program OVERVIEW



KGA is our Employee Assistance Program that provides you with confidential support, 24/7. All assistance is confidential and available virtually through phone, video and text/message platforms, when and where you need it.

# Employee Assistance Program

- KGA licensed counselors and work-life specialists are highly skilled professionals with deep experience.
- Beginning with your initial contact, the same KGA staff member will work with you to ensure continuity and quality.
- All contact with KGA is kept confidential. No information, including your name, can be released to your employer or anyone else without your consent.
- The only exceptions are those required by law, such as when someone is determined to be a threat to themselves or others.

**For support contact KGA:**  
**855-760-BILH (2454)**  
**My.KGALifeServices.com**  
**(company code: BILH)**  
**info@kgreer.com.**



**For easy access, download our app,  
KGA Mobile.**

- Through KGA, you and adult members of your household can have access to:
  - Grief and trauma counseling in response to patient deaths and adverse medical incidents.
  - Counseling for anxiety, depression, stress, substance misuse, strain on family and personal relationships and the pressure on front line medical staff.
  - Support for quarantined adult household members.
  - Consultations for legal\* and financial concerns.
  - Resources for caregivers supporting children and elder/adult family members.

\*Disclaimer - No legal service, including advice and consultations, will be provided for: 1) employment-related matters, including employee or statutory benefits; 2) matters involving the employer, KGA Inc. and affiliates; 3) appeals and class actions; 4) frivolous or unethical matters; 5) matters for which an attorney-client relationship exists prior to the participant becoming eligible for benefits.

\*If a participant wishes to retain legal representation, KGA will refer participant to an attorney who may provide services at a 25 percent discount. This is not a guarantee of the least expensive attorney. Should the participant retain an attorney through a KGA referral, he/she is doing so outside the EAP services provided through the employer and participant is responsible for all fees and costs associated with legal services.

# Employee Assistance Program



More Human. More Resources.

Available 24/7  
 855-760-BILH (2454)  
 Info@kgreer.com



Beth Israel Lahey Health

Website: my.kgalifeservices.com  
 Company code: BILH

## EMPLOYEE ASSISTANCE AND WORK-LIFE PROGRAM

A free, confidential program for employees and adult household members. Here's how we can help:

EMOTIONAL HEALTH	PARENTING	ELDERCARE	LEGAL
<p><b>Counseling, Consultations &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Alcohol &amp; Drug Concerns</li> <li>Anxiety</li> <li>Chronic Illness</li> <li>Depression</li> <li>Eating Disorders</li> <li>Family &amp; Relationship Concerns</li> <li>Gambling</li> <li>Meditation</li> <li>Mindfulness</li> <li>Partner Violence</li> <li>Smoking Cessation</li> <li>Sleep Issues</li> <li>Stress Management</li> </ul>	<p><b>Childcare Consultation &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Back-up Care</li> <li>Before/After School</li> <li>Childcare Centers</li> <li>Family Day Care</li> <li>Nannies &amp; In-home Care</li> <li>Summer Camps</li> </ul> <p><b>Information &amp; Support</b></p> <ul style="list-style-type: none"> <li>Adolescence</li> <li>Adoption</li> <li>Child Development</li> <li>College Planning</li> <li>New Parents and Pregnancy</li> <li>Special Needs</li> </ul>	<p><b>Consultation &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Assisted Living Facilities</li> <li>Caregiver Support</li> <li>Community Services</li> <li>Home Health Care</li> <li>Hospice</li> <li>Medicare/Medicaid</li> <li>Nursing Homes</li> <li>Respite Care</li> <li>Social Security</li> <li>Transportation</li> </ul>	<p><b>Consultation &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Bankruptcy</li> <li>Child Custody &amp; Support</li> <li>Consumer Issues</li> <li>Elder Law</li> <li>Estate Planning</li> <li>Immigration</li> <li>Landlord Tenant Disputes</li> <li>Real Estate Concerns</li> <li>Restraining Orders</li> <li>Separation &amp; Divorce</li> <li>Wills &amp; Trusts</li> </ul> <p><small>*See back for legal disclaimer</small></p>
FINANCIAL	WORK	CONVENIENCE SERVICES	NUTRITION
<p><b>Consultation &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Budgeting</li> <li>Credit Problems</li> <li>Debt Management</li> <li>Financial Wellbeing</li> <li>Homebuying Information</li> <li>Insurance Planning</li> <li>Retirement Planning</li> <li>Tax Resources</li> </ul>	<p><b>Consultation &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Career Exploration</li> <li>Interest Testing</li> <li>Job Performance Concerns</li> <li>Job Search Strategies</li> <li>Resume Review</li> <li>Time Management</li> <li>Work-life Integration</li> <li>Work Stress</li> </ul>	<p><b>Information &amp; Referrals</b></p> <ul style="list-style-type: none"> <li>Community Education Classes</li> <li>Fitness Programs &amp; Trainers</li> <li>Home Cleaning</li> <li>Home Repair Services</li> <li>Moving Services</li> <li>Organizer Services</li> <li>Pet Care</li> <li>Relocation Information</li> <li>Yoga Classes</li> </ul>	<p><b>Consultation &amp; Information:</b></p> <ul style="list-style-type: none"> <li>Child Friendly Meals</li> <li>Diabetes</li> <li>Food Allergies</li> <li>Gastrointestinal Problems</li> <li>Healthy Eating</li> <li>High Blood Pressure</li> <li>High Cholesterol</li> <li>Lactation</li> <li>Weight Management</li> </ul>