Continuing Care for COVID-19 Positive Patients

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Last updated May 13th, 2020, v.2
Infection Prevention Guidance for the Care of Patient with COVID-19

Below is guidance on how to care for SCCA patients who have been confirmed COVID-19 that includes:

1. Scheduling Appointments
2. What to Do Prior to Patient Arrival
3. What to Do Day of the Appointment
4. When to Discontinue Transmission-based Precautions

1. **Scheduling of Appointments**
   - Cancel or reschedule any non-essential appointments.
   - Consider telemedicine options when possible.
   - If the patient needs to come into the clinic for essential appointments:
     - If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame.
     - Schedule all appointments in the same room (i.e. blood draw, provider appt should occur in the same location).
     - If possible, when radiology imaging is required, scheduled it as the last appointment of the day and notify the department.
Infection Prevention Guidance for the Care of Patient with COVID-19

2. Prior to Patient Arrival

- Patients should be instructed on the steps to minimize exposure when they arrive to the clinic. These instructions include:

  “On the day of your appointment, please:

  1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Mask are available at the front entrances by our screeners, please ask of one when you arrive.

  2. Do not use valet parking.

  3. Caregivers should be limited to one and should wear a mask as well.

  4. Before entering the clinic, call a designated number when you arrive to be escorted at the first-floor main or just outside the clinic.

  5. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.

  6. Please contact your nurse for questions you may have about how long you will need to follow these instructions when you come to the clinic.”
3. **Day of the Appointment**

- The patient will be instructed to call the designated escort upon arrival, where they will be given a mask. Meet the patient in front of the building or the main lobby, ensure the patient is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients. Healthcare worker may wear a surgical mask during transport.

- Patients should wear a mask at all times in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam).

- Patient should be roomed as soon as possible and placed in private room with the door closed as soon as possible.

- Limit the amount of healthcare workers that enter the room as much as possible.

- Healthcare personnel should adhere to **Droplet Precautions including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. These precautions include the use of the following PPE:
  - Facemask (i.e. surgical mask)
  - Eye protection (i.e. goggles, disposable face shield, or mask with face shield attached)
  - Gown
  - Gloves

- **Avoid performing any aerosol-generating procedures**
  - Aerosol generating procedures include bronchoscopy, endotracheal intubation, non-invasive positive pressure ventilation, cardiopulmonary resuscitation, suctioning, non-invasive positive pressure ventilation, and nebulizer therapy
  - If an aerosol-generating procedure is necessary it must be performed in an AIIR, while following appropriate infection prevention and control (IPC) practices, including use of appropriate PPE: gown, gloves, NIOSH-approved and fit-tested N95 respirator or greater, and eye protection.

- If required, encourage patient to use single stall restroom and disinfect all high touch surface areas with disinfectant wipes after uses (same process as contact precautions).

- Use dedicated or disposable noncritical patient-care equipment (e.g., blood pressure cuffs), when possible. If equipment will be used for more than one patient, clean and disinfect such equipment according to manufacturer’s instructions before use on another patient.

- After the patient leaves clean the room, including all high touch surface areas with disinfectant wipes. The person cleaning the room should wear gown and gloves.
  - Sani-Cloth AF3, Super Sani-Cloth, Clorox Bleach Wipes, and Clorox Hydrogen Peroxide Wipes are all effective at killing COVID-19
Infection Prevention Guidance for the Care of Patient with COVID-19

4. **Discontinuing Transmission-based Precautions**

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Criteria to discontinue precautions</th>
</tr>
</thead>
</table>
| Symptomatic           | • At least 14 days since positive test  
|                       | • 72 hours after resolution of fever (without the use of fever-reducing medication)  
|                       | • Complete resolution of respiratory symptoms  
|                       | • Two negative COVID-19 tests collected ≥24 hours apart^  
|                       | *repeat testing should ONLY be performed when patients meet the first three criteria  
| Asymptomatic - never experienced onset of symptoms (i.e. pre-procedure screening) | • At least 14 days since date of positive test result  
|                       | • Two negative COVID-19 tests collected ≥24 hours apart^  

^COVID-19 positive patients with infrequent visits (once or twice a year, for example) and who are not on active chemo, RadOnc, or other high risk treatment regimens can be removed from precautions with one negative test so long as it has been ≥3 months since their last positive test.

Preferably retesting is done via Drive-Thru testing. Schedule drive-thru testing per normal protocol.

To remove EPIC precaution flag, contact the Infection Prevention team at ip@seattleccca.org
Essential Visit and/or Treatment Criteria

Updated: 04.06.2020

Essential Visits for COVID-19+ Patients:

Each case should be considered carefully for a decision about an essential visit.

General criteria for assessing risks:

1. New or follow up patients who require standard services/treatment within a 14-day time frame.
2. Patients who need to continue treatment with outpatient chemotherapy or immunosuppressive therapy despite the potential to seriously exacerbate an active COVID-19 infection.
3. Patients not amenable to telehealth visits for care throughout the entire 14-day timeframe.
4. Patients who are not medically emergent but cannot be delayed without negatively impacting their cancer-related outcome. Categories/examples include:
   a. BMT/Cell based immunotherapy patients on active treatment requiring close in person monitoring multiple times per week.
   b. Patients undergoing curative therapy where a two-week delay in treatment would impact cure rate or survival (e.g. Burkitt’s lymphoma, newly diagnosed AML, metastatic testis cancer.)
   c. Patients on immunosuppressive therapy who require frequent in person monitoring for side effects, complications, drug levels, etc.
   d. Patients on outpatient intravenous antibiotics who require continued outpatient infusions including drug levels that cannot be modified for home care or telehealth visits.
   e. Patients who require frequent blood product support according to transfusion guidelines or modified guidelines as clinically appropriate.

If symptoms and signs of infection or assays remain positive beyond 14 days (see criteria for determining resolution of COVID-19), patients will be reassessed according to the criteria above.

Non-Essential Visits for COVID-19+ Patients:

Each case should be considered carefully for a decision about postponing a visit or treatment. Non-essential visits are defined as those visits that may be postponed for 14 days or greater and/or managed by telehealth.

1. Patients who are generally healthy and have non-life-threatening conditions where delay is unlikely to impact cancer-related outcome (e.g. low-risk cancers, asymptomatic surveillance patients)
2. Patients in whom chemotherapy or other treatments could exacerbate infection with COVID-19.
3. Patients where risk of harm from infection exceeds the short-term benefit of chemotherapy or other treatment.
4. Patients who are receiving treatment that can be postponed without a major likely effect on survival.
5. Patient who can undergo a substitute treatment that can be administered at home without a major likely effect on survival.
6. Palliative care visits.
7. Patients with active COVID-19 infections who are stable and can be managed with frequent telehealth or telephone check ins.

Potential Hospital Admissions for COVID-19+ Patients:

Each case should be considered carefully for a decision about a hospital admission.

1. Patients who are deemed critical and require services/treatment due to an unstable clinical situation, unbearable pain and/or life-threatening condition (e.g. cord compression, malignant tumor bleeding, SVC syndrome)
2. Patients who develop complications requiring hospitalization and are not candidates for outpatient care (e.g. fever and neutropenia, progressive pneumonia, increasing oxygen requirements.)
Modality Specific Guidelines

Radiation Oncology (as of 04.01.2020)

1. Asymptomatic patient with known exposure (such as positive household member)
   - Treated as standard without droplet precautions
2. Symptomatic patient with unknown status (i.e. pending test results)
   - Treated with droplet precautions
3. COVID-19+ patients
   - Treated with droplet precautions
4. Patients who have recovered from COVID-19
   - Treated with standard approach

SCCA/UW Department of Radiation Oncology has a patient prioritization system (1-3) in place for a COVID-19 surge. Additionally, most consults have been converted to telehealth, unless not feasible for the patient
   a. Priority 1 and 2 patients will start treatment as per standard of care
   b. Priority 3 patients will have radiotherapy treatment deferred per disease-site algorithm
   c. Return visits/follow-ups for patients without active issues will be deferred by 3 months

Surgical Oncology (as of 04.01.2020)

Each disease group has triage guidelines and criteria in place specific to that disease. In general, the recommendation is to continue with most cancer surgeries with the view that it is urgent but to consider postponing surgery for individuals with indolent cancers. Surgeons are also suggested to consider postponement of individual patients for patient specific reasons (e.g. low impact of surgery on survival, high likelihood of prolonged ICU care, etc.) Multidisciplinary teams are also considering appropriate use of neoadjuvant therapies that may delay urgency of surgical intervention, where appropriate.

Examples of “non-essential” (ability to postpone) cancer surgeries are as follows:

**Breast:** DCIS (postponing surgery, initiating endocrine therapy for ER+ patients); Invasive Breast Cancer ER+/HER2-patients with T1 (some T2) and N0 disease (postponing surgery, recommending endocrine therapy and/or consideration of pre-op chemo based on onctype/mammaprint)

**Endocrine:** Papillary thyroid carcinoma

**Gastrointestinal:** Asymptomatic PNET, GIST

**Genitourinary:** many robotic-assisted laparoscopic prostatectomy (RALPs) and low-grade transurethral resection of bladder tumor (TURBTs)

**Renal:** small masses, select mid-size masses (assessed on case-by-case basis)

**Sarcoma:** newly diagnosed truncal/extremity well-differentiated liposarcomas and low grade-lesions with low metastatic risk (all assessed on a case-by-case basis); Also considering appropriate use of neoadjuvant therapies that may delay urgency of surgical intervention in high grade lesions with high metastatic risk

**Skin:** Low-risk T1 melanoma; Melanoma in situ

**Thoracic:** Lung Ground Glass Opacities
In-Person vs. Telehealth Guidelines

Providers are asked to instruct TCs and PCCs as to which visits, new and established, are appropriate for telehealth. If a patient would meet criteria for telehealth except for having technology to allow a telehealth visit, then patient could be evaluated via a telephone visit.

IN-PERSON: Patients who need to be seen in-person by the provider

1. Clinical situation that requires physical examination to support clinical decision-making, including:
   a. Patients receiving chemotherapy (i.e. adjuvant curative chemotherapy, palliative chemotherapy in the context of advanced disease)
   b. Surgical planning prior to intervention
   c. Radiotherapy planning prior to start of radiation

TELEHEALTH: Consults that can be conducted via telehealth.

1. Follow-up care where the physical exam is not essential to decision making
2. Key physical exam or imaging findings may be obtained by other means (e.g., PACS, photos, etc.)
3. Ability to be served closer to home (if under the care of another provider)
4. No concerning symptoms of recurrence/progression and can have restaging scans closer to home
## Standard Work Activity Sheet
**COVID-19 Patient Positive Report**

**Purpose:** Overview of Positive Patient Report  
**Outcome:** Positive Patient successfully taken to and from appointments.

**Author(s):** Infection Prevention, Clinic Leadership  
**Rev Date:** 04/17/2020

**Scope:** Positive Patient Report

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Sources</strong></td>
<td>Line List: COVID-19 Positive Patients</td>
</tr>
<tr>
<td></td>
<td>Epic Scheduled Appointment Date: Scheduled appointments</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Monday – Sunday, every morning ~10:15 am</td>
</tr>
</tbody>
</table>
| **Distribution List** | • Randall McClure  
|                 | • Tony Horton  
|                 | • Kim Koegel  
|                 | • Bonnie Thursten  
|                 | • Larisa Toderas  
|                 | • Elise Barrett  
|                 | • Taylor Matsumura  
|                 | • Jovanna McKinney  
|                 | • Kelley Armstrong  
|                 | • Danielle Berry  
|                 | • Renee Grass-Rotness  
|                 | • Melita Williams  
|                 | • Trisha Marsolini  
|                 | • Sarah Kimbrough  
|                 | • Amelia Sherinski  
|                 | • Naomi Heinecke  
|                 | • Infusion Services-CTU Leadership  
|                 | • Suni Elgar  
|                 | • 6th Floor Transplant Charge Nurse  
|                 | • Sarah Schwen  
|                 | • IMTX Charge Nurse  
|                 | • Jennifer Phan  
|                 | • Kirssy Vargas  
|                 | • Steve Reuss  
|                 | • Linda Ross  
|                 | • Justin DeMars  
|                 | • Sharon Rockwell  
|                 | • Paul Helmuth  
|
**Standard Work Activity Sheet**  
*Infection Prevention Guidance for the Care of Patient with COVID-19*  

**Author(s):** Infection Prevention, Naomi Heinicke  
**Rev Date:** 05/05/2020

**Purpose:** Guidance on how to transport a COVID-19 positive patient through SCCA Main Clinic.  
**Outcome:** Positive Patient successfully taken to and from appointments.

**Scope:** SCCA Main Clinic  
1. Patient arrival

### Day Prior to Appointment

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inform screeners of next day or weekend positive appointments</td>
</tr>
</tbody>
</table>

At the end of the workday, shared resources manager will provide list of positive patient appointments for the next day or weekend.

<table>
<thead>
<tr>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naomi Heinecke</td>
</tr>
</tbody>
</table>

### Day of Appointment

<table>
<thead>
<tr>
<th>Step #</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Screen patient upon arrival and provide mask</td>
</tr>
</tbody>
</table>

Greet the patient and provide the patient with a surgical mask. If the patient has a cloth or homemade mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.

<table>
<thead>
<tr>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screeners</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step #</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Escort patient to waiting area until transport team is able to arrive.</td>
</tr>
</tbody>
</table>

If the transport team not there yet to escort the patient, escort the patient to the triage area and instruct the patient to please wait for the transport team.

Ensure that the patient was able to contact the transport team – otherwise help by calling them at Transport phone #1 206-473-2751

<table>
<thead>
<tr>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Team</td>
</tr>
</tbody>
</table>
**Standard Work Activity Sheet**
*Infection Prevention Guidance for the Care of Patient with COVID-19*

**Author(s):** Infection Prevention, Naomi Heinicke  
**Rev Date:** 04/09/2020

**Purpose:** Guidance on how to transport a COVID-19 positive patient through SCCA Main Clinic.  
**Outcome:** Positive Patient successfully taken to and from appointments.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>8:00 am – 4:30 pm</th>
</tr>
</thead>
</table>
| Capacity           | 2 NAC M-Th and 1 on Friday  
Able to each transport/escort one patient at a time |
| Contact Info       | Transport phone #1 206-473-2751  
Transport phone #2 206475-4695 |

| Step #  
(When) | Task Description  
(What) | Additional Details | Owner  
(Who) |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of Appointment</td>
<td>Patient call transport phone #1 206-473-2751</td>
<td>Transport Team</td>
<td></td>
</tr>
</tbody>
</table>
| 1      | Receive call from patient upon arrival | Healthcare worker may wear a surgical mask during transport.  
If a positive COVID-19 patient comes to clinic with homemade mask/bandana, please make sure that they (the patient and their caregiver) are provided a surgical mask. They can be found at the screening stations in the front lobby.  
Where are you escorting patient?  
• 1st Floor  
  o Rad Onc: through main clinic doors; Therapist will direct you to vault, changing room 5, or 4  
• 2nd Floor  
  o 2nd Floor: Front desk will notify Transport Team where to take patient  
• 3rd and 4th Floor  
  o 3rd floor: Exam room 21  
  o 4th floor: Exam room 10  
• 5th Floor  
  o Infusion Bay #27 (backup #28), Negative Pressure Room #25 and #28  
• 6th Floor  
  o BMT: 6th Floor Front Desk will inform Transport Team of room  
  o IMTX: IMTX Charge Nurse will inform Transport Team of room | Transport Team |

| 2      | Meet the patient in front of the building or the main lobby, ensure the patient and caregiver is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients.  
*permission to prioritize service elevator usage | | |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCCA MAIN CLINIC - TRANSPORT TEAM</strong></td>
<td>Should you call anyone prior to bringing patient to destination?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 1st Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rad Onc: 206-606-2141</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2nd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2nd Floor: Call Front Desk on 2nd Floor 206-606-7200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3rd and 4th Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Breast Imaging: 206-606-7410</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3rd and 4th floor: Martin Aguilar or Shalin Dutt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 5th floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Call 5th floor front desk 206-606-7500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6th Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• BMT: Call BMT Front Desk 206-606-7600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• IMTX: Call IMTX Front Desk 206-606-6000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Label door with droplet precautions signage</td>
<td>Transport Team</td>
</tr>
<tr>
<td>4</td>
<td>Complete scheduled appointment activity</td>
<td>Care Team</td>
</tr>
<tr>
<td>5</td>
<td>Page Transport Team to escort patient</td>
<td>Patient wait in clinic room</td>
</tr>
<tr>
<td>6</td>
<td>Escort patient out of clinic or to follow on appointment (via service elevators)</td>
<td>Transport Team</td>
</tr>
</tbody>
</table>
### Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that have been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Scope:** 1st Floor – Radiation Oncology

1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

---

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description (What)</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Every Morning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Send positive patient report to Tony Horton and Randall McClure</td>
<td>Positive Patient Report (note: refreshes from night before)</td>
<td>Clinical Analytics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Coordinating Care</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Discussion to determine treatment/appointments moving forward</td>
<td></td>
<td>Attending provider and medical director</td>
</tr>
<tr>
<td>2</td>
<td>Cancel or reschedule any non-essential appointments.</td>
<td></td>
<td>TC</td>
</tr>
</tbody>
</table>
| 3             | Schedule appointments • Rad Onc | Note: TCs make “COVID-19 Positive” note in scheduled appointments.  
If the patient needs to come into the clinic for essential appointments:  
  ○ If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame  
  ○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)  
  ○ If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include “positive COVID-19 patient”) | TC/RTT |
| 4             | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:  
1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Mask are available at the front entrances by our screeners, please ask of one when you arrive.  
2. Do not use valet parking. Please do not have your caregiver(s) accompany | TC |
you into the clinic. If you absolutely need a
caregiver come with you into the clinic they will
have to wait for in a separate room and wear a
mask.

4. Before entering the clinic:
   a. (If Rad Onc appointment first) call nurse
      at 206-606-2141 when you arrive and
      wait outside until vault is available. An
      RTT will meet you outside the North
      Stairwell exit door.
   b. (If appointment in non-Rad Onc location
      (i.e. infusion)) call the SCCA transport
      Team [Transport phone #1 206-473-2751]
      when you arrive to be escorted at the
      first-floor main or just outside the clinic.

If you are coming with a caregiver:
   • please call the TT # when you pull
     in to the “turn around”
   • Wait in the car until the TT
     member come out to escort you.

If you will NOT be accompanied by a
caregiver or family member:
   • Park in the garage
   • Call TT # as soon as you get up to
     the first floor
   • Identify to the screeners that you
     are COVID + and are meeting the
     TT to be escorted to your appt.
   • The screener will direct you to a
     waiting area.

5. Please try to maintain a social distance of at least
   6 feet from other patients and staff members
   outside of an exam room.

3. Please contact your nurse for questions you
   may have about how long you will need to
   follow these instructions when you come to the
   clinic.”

<table>
<thead>
<tr>
<th></th>
<th>Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival</th>
<th>In schedule tell Transport team where the patient is going.</th>
<th>Naomi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step # (When)</td>
<td>Task Description (What)</td>
<td>Additional Details</td>
<td>Owner (Who)</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Day of Appointment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>(30 min prior to scheduled treatment) Huddle with MD and team representatives to review care plan</td>
<td></td>
<td>MD and team representatives</td>
</tr>
<tr>
<td>2</td>
<td>Receive call from patient upon arrival</td>
<td></td>
<td>Rad Onc RN or Transport Team *dependent on types of appointments</td>
</tr>
<tr>
<td>3</td>
<td><strong>Transport Patient (If Rad Onc Appt first and/or only):</strong> Preference 1: Instruct patient to be dropped off in the circle drive at the North Stairwell exit door. Meet patient outside and escort them directly to vault, changing room 5 or 4. Preference 2: Patient parks in level A temporary parking and waits for therapist to arrive for escort. Escort patient directly to vault, changing room 5, or 4.</td>
<td>Where are you escorting patient? • Rad Onc - Therapist escorts patient from North Stairwell exit directly to vault, changing room 5, or 4. Who does the patient call? • RadOnc – 206-606-2141</td>
<td>RTT</td>
</tr>
<tr>
<td>4</td>
<td><strong>Transport Patient (If using Transport Team to bring patient from another appointment):</strong> Meet the patient at their destination. Escort the patient to their next destination and use the service elevator to avoid sharing an elevator with other patients. *permission to prioritize service elevator usage</td>
<td>Healthcare worker may wear a surgical mask during transport. Where are you escorting patient? • Rad Onc - Therapist escorts patient directly to vault, changing room 5, or 4. Should transport team call anyone prior to bringing patient up? Rad Onc – Nursing Office 206-606-2141</td>
<td>Transport Team</td>
</tr>
<tr>
<td>5</td>
<td>Label door with droplet precautions signage</td>
<td></td>
<td>RTT</td>
</tr>
<tr>
<td></td>
<td>Complete scheduled appointment activity</td>
<td>Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Patients are discouraged to have caregiver(s) accompany them into clinic for treatment. If caregiver must then they will wait in changing room 5 of the Rad Onc department. Healthcare personnel should adhere to <em>Standard, Contact, and Droplet Precautions, including the use of eye protection</em> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. If possible, give patient own bathroom. If not possible, clean after use.</td>
<td>RTT</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7</td>
<td>Escort patient out of clinic</td>
<td>RTT</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Clean room</td>
<td>The person cleaning the room should wear gown and gloves.</td>
<td>RTT</td>
</tr>
</tbody>
</table>
## Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID**

**Purpose:** Guidance on how to care for patient at SCCA that have been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Author(s):** Infection Prevention, Kim Koegel  
**Rev Date:** 05/05/2020

**Scope:** 2nd floor (Medical Imaging, Procedure Suite and PFT) and 3rd floor (Breast Imaging)

1. Scheduling of Appointments

### Step # (When) | Task Description (What) | Additional Details | Owner (Who)
--- | --- | --- | ---

### Every Morning

1. Send positive patient report to 2nd and 3rd floor (Breast Imaging) leadership: Kim Koegel, Bonnie Thursten, Larisa Toderas, Elise Barrett, Taylor Matsumura, Jovanna McKinney, Kelley Armstrong, Renee Grass-Rotness
   - **Positive Patient Report** (note: refreshes from night before)
   - **Report send at ~9:00 am – 9:15 am**
   - Clinical Analytics

2. At Procedure Suite/Imaging morning huddle review any COVID-19 Positive Patient
   - Will review report from day before as huddle is at 8:00 am
   - PS/Imaging Huddle Lead

### Coordinating Care

1. Discuss with Care Team to determine if appointment necessary (Imaging and procedure)
   - Proceduralist or Radiologist call Care Team

2. Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.
   - Care Team TCs and Imaging/PS PCCs

3. Schedule appointments
   - Aerosol generating procedures must be performed in an AIIR – work with Infusion TCs to schedule.
   - If the patient needs to come into the clinic for essential appointments:
     - If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame
     - Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)
   - If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include “positive COVID-19 patient”)
   - Care Team TC and Imaging/PS PCCs
|   | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:
1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Mask are available at the front entrances by our screeners, please ask of one when you arrive.
2. Do not use valet parking.
3. Caregivers should be limited to one and should wear a mask as well.
4. Before entering the clinic, call the SCCA transport team ([Transport phone #1 206-473-2751](mailto:)) when you arrive to be escorted.

**If you are coming with a caregiver:**
- please call the TT # when you pull in to the “turn around”
- Wait in the car until the TT member come out to escort you.

**If you will NOT be accompanied by a caregiver or family member:**
- Park in the garage
- Call TT # as soon as you get up to the first floor
- Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.
- The screener will direct you to a waiting area.

5. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.
6. Please contact your nurse for questions you may have about how long you will need to follow these instructions when you come to the clinic.”

Note: If outside of Transport Team hours of operation, patient should call department of care and team member will escort patient. |
<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description (What)</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receive call from patient upon arrival</td>
<td></td>
<td>Transport Team</td>
</tr>
<tr>
<td>2</td>
<td>Meet the patient in front of the building or the main lobby, ensure the patient is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients. *permission to prioritize service elevator usage</td>
<td>Healthcare worker may wear a surgical mask during transport. Gown is not needed during transport. Where are you escorting patient? • 2nd floor front desk will notify Transport Team where to take patient • 3rd floor front desk will notify Transport Team where to direct Breast Imaging patients • Should transport team call anyone prior to bringing patient up? • 2nd Floor: Call Front Desk on 2nd Floor at 206-606-7200 • 3rd Floor Breast Imaging: Call Breast Imaging at 206-606-7410</td>
<td>Transport Team</td>
</tr>
<tr>
<td>3</td>
<td>Review room assignment form area manager/supervisor. If no room assignment call appointment department and determine where to send patient</td>
<td></td>
<td>Front Desk</td>
</tr>
<tr>
<td>4</td>
<td>Direct Transport Team where to take patient</td>
<td></td>
<td>Front Desk</td>
</tr>
<tr>
<td>5</td>
<td>Prep patient check in functions and hand off to nurse or tech assigned to patient</td>
<td>Check patient in via EPIC, print label and gather supplies for arm bands, prep any necessary forms, etc.</td>
<td>Front Desk</td>
</tr>
<tr>
<td>6</td>
<td>Label door with droplet precautions signage</td>
<td></td>
<td>Transport Team</td>
</tr>
<tr>
<td>7</td>
<td>Complete patient check in activities</td>
<td></td>
<td>Nurse or Tech</td>
</tr>
<tr>
<td>8</td>
<td>Complete scheduled appointment activity</td>
<td>Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to Standard, Contact, and Droplet Precautions, including the use of eye protection (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</td>
<td>Nurse or Tech</td>
</tr>
<tr>
<td></td>
<td>SCCA MAIN CLINIC - SECOND FLOOR (Imaging and Procedure Suite)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Page Transport Team to escort patient</td>
<td>Patient wait in room</td>
<td>Nurse or Tech with patient</td>
</tr>
<tr>
<td>10</td>
<td>Escort patient out of clinic room or to follow on appointment (via service elevators)</td>
<td>Note: If outside of Transport Team hours of operation Imaging or Procedure Suite team member will escort patient.</td>
<td>Transport Team</td>
</tr>
<tr>
<td>11</td>
<td>Clean room</td>
<td>The person cleaning the room should wear gown and gloves.</td>
<td>Standard per area</td>
</tr>
</tbody>
</table>
## Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Author(s):** Infection Prevention, Naomi Heinecke

**Rev Date:** 05/05/2020

**Scope:** 3rd and 4th floor

1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

### Step # (When) | Task Description (What) | Additional Details | Owner (Who)
--- | --- | --- | ---
Every Morning

| 1 | Send positive patient report to 3rd and 4th floor nurse managers: Danielle Berry, Melita Williams, Trisha Marsolini, Sarah Kimbrough, Amelia Sherinski and Naomi Heinecke | Positive Patient Report (note: refreshes from night before)
Send every morning, prior to 9:45 am daily manager huddle 3rd and 4th floor | Clinical Analytics |

| 2 | Review at daily manager huddle 9:45 am, make assignments for coordination | Included in huddle: all managers 3rd and 4th floor
- Each nurse manager responsible for assigned patient appointments | Naomi |

### Coordinating Care

| 1 | Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible. | | TC and nurse manager |

| 2 | Schedule appointments | If the patient needs to come into the clinic for essential appointments:
- If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame
- Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)
- If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include “positive COVID-19 patient”)
- Add to appointment notes one of the designated exam rooms is needed: exam room 21 on the 3rd floor and exam room 10 on the 4th floor | TC |
|   | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:  
1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Mask are available at the front entrances by our screeners, please ask of one when you arrive.  
2. Do not use valet parking.  
3. Caregivers should be limited to one and should wear a mask as well. Before entering the clinic, call the SCCA transport team [Transport phone #1 206-473-2751] when you arrive to be escorted.  

**If you are coming with a caregiver:**  
- please call the TT # when you pull in to the “turn around”  
- Wait in the car until the TT member come out to escort you.  

**If you will NOT be accompanied by a caregiver or family member:**  
- Park in the garage  
- Call TT # as soon as you get up to the first floor  
- Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.  
- The screener will direct you to a waiting area.  

4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.  
5. Please contact your nurse for questions you may have about how long you will need to follow these instructions when you come to the clinic.” | TCs |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival</td>
<td>In schedule tell Transport team where the patient is going (i.e. 3rd floor)</td>
<td>Naomi</td>
</tr>
</tbody>
</table>
**SCCA MAIN CLINIC - THIRD AND FOURTH FLOOR**

<table>
<thead>
<tr>
<th>Step # (When) (What)</th>
<th>Task Description</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of Appointment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Receive call from patient upon arrival</td>
<td></td>
<td>Transport Team</td>
</tr>
</tbody>
</table>
| 2                    | Meet the patient in front of the building or the main lobby, ensure the patient is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients. *permission to prioritize service elevator usage | Healthcare worker may wear a surgical mask during transport. 
Where are you escorting patient? 
- 3rd floor: Exam room 21 
- 4th floor: Exam room 10 
Should transport team call anyone prior to bringing patient up? 
- 3rd and 4th floor: Call Martin Aguilar or Shalin Dutt | Transport Team |
| 3                    | Label door with droplet precautions signage | | Transport Team |
| 4                    | Patient handoff from transport team to hallway team | *Hallway team ensures appropriate rooms are available for patient* | Transport Team to |
| 5                    | Complete scheduled appointment activity | Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). 
Healthcare personnel should adhere to Standard, Contact, and Droplet Precautions, including the use of eye protection (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. | Care Team (as scheduled) |
| 6                    | Last person with patient, inform hallway team patient is good to leave | | Care Team (as scheduled) |
| 7                    | Page Transport Team to escort patient | Patient wait in clinic room | Hallway Team |
| 8                    | Escort patient out of clinic room or to follow on appointment (via service elevators) | | Transport Team |
| 9                    | Clean room | The person cleaning the room should wear gown and gloves. | Hallway Team |
### Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that have been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Author(s):** Infection Prevention, Jill Williams  
**Rev Date:** 05/05/2020

**Scope:** 5th Floor

1. Scheduling of Appointments  
2. Prior to Patient Arrival  
3. Day of the Appointment

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description (What)</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Every Morning</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| 1             | Send positive patient report to 3rd and 4th floor nurse managers (includes Naomi, Sarah K, Amelia, Trisha, Danielle Berry, Infusion CTU Leadership distribution list) | Positive Patient Report (note: refreshes from night before)  
Send every morning, prior to 9:45 am daily manager huddle 3rd and 4th floor | Clinical Analytics |
| 2             | Review at daily manager huddle 9:45 am, make assignments for coordination | Included in huddle: all managers 3rd and 4th floor  
• Each nurse manager responsible for assigned patient appointments | Naomi |
| 3             | If any Positive Patient appt in Infusion, check in with nurses individually |                      | Infusion point person (rotating position) |

**Coordinating Care**

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description (What)</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
</table>
| 1             | Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible. | Note: TCs make “COVID-19 Positive” note in scheduled appointments.  
If the patient needs to come into the clinic for essential appointments:  
• If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame  
• Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)  
• If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include “positive COVID-19 patient”) | TC and nurse manager |
| 2             | Schedule appointments  
• Infusion Bay, #27  
• Backup, Infusion Bay #28  
• Negative pressure room, #25 and #28 |                      | TC |
|   | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:  
1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Mask are available at the front entrances by our screeners, please ask of one when you arrive.  
2. Do not use valet parking.  
3. Caregivers should be limited to one and should wear a mask as well. Before entering the clinic, call the SCCA transport team (Transport phone #1 206-473-2751) when you arrive to be escorted.  
   **If you are coming with a caregiver:**  
   • please call the TT # when you pull in to the “turn around”  
   • Wait in the car until the TT member come out to escort you.  
   **If you will NOT be accompanied by a caregiver or family member:**  
   • Park in the garage  
   • Call TT # as soon as you get up to the first floor  
   • Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.  
   • The screener will direct you to a waiting area.  
4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.  
5. Please contact your nurse for questions you may have about how long you will need to follow these instructions when you come to the clinic.” | TCs |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival</td>
<td>In schedule tell Transport team where the patient is going (i.e. 3rd floor)</td>
<td>Naomi</td>
</tr>
<tr>
<td>Step # (When)</td>
<td>Task Description</td>
<td>Additional Details</td>
<td>Owner (Who)</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
<td>Receive call from patient upon arrival</td>
<td>Note: If outside of Transport Team hours of operation, patient should call 5th floor charge nurse 206-606-2157, and charge nurse will escort patient.</td>
<td>Transport Team</td>
</tr>
<tr>
<td>2</td>
<td>Meet the patient in front of the building or the main lobby, ensure the patient is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients.</td>
<td>Healthcare worker may wear a surgical mask during transport. Where are you escorting patient? • 5th floor: Infusion Bay #27 (backup #28), Negative Pressure Room #25 and #28 Should transport team call anyone prior to bringing patient up? • 5th floor: Call 5th floor front desk 206-606-7500</td>
<td>Transport Team</td>
</tr>
<tr>
<td>3</td>
<td>Check in patient over the phone and facilitate directing the transport team to Bay #27</td>
<td>Note: If outside of Transport Team hours of operation, patient should call 5th floor charge nurse 206-606-2157, and charge nurse will escort patient.</td>
<td>Front desk</td>
</tr>
<tr>
<td>4</td>
<td>Label door with droplet precautions signage</td>
<td></td>
<td>Transport Team</td>
</tr>
<tr>
<td>5</td>
<td>Notify nurse patient is in bay</td>
<td></td>
<td>Front desk</td>
</tr>
<tr>
<td>6</td>
<td>Complete scheduled appointment activity</td>
<td>Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Caregiver can stay in room with patient. Healthcare personnel should adhere to <strong>Standard, Contact, and Droplet Precautions, including the use of eye protection</strong> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. If possible, give patient own bathroom. If not possible, clean after use.</td>
<td>Care Team (as scheduled)</td>
</tr>
<tr>
<td>7</td>
<td>Page Transport Team to escort patient</td>
<td>Patient wait in clinic room</td>
<td>Nurse</td>
</tr>
<tr>
<td>8</td>
<td>Escort patient out of clinic room or to follow on appointment (via service elevators)</td>
<td>Note: If outside of Transport Team hours of operation NAC will escort patient.</td>
<td>Transport Team</td>
</tr>
<tr>
<td>9</td>
<td>Clean room</td>
<td>The person cleaning the room should wear gown and gloves.</td>
<td>NAC</td>
</tr>
</tbody>
</table>
Standard Work Activity Sheet
Infection Prevention Guidance for the Care of Patient with COVID-19

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Scope:** 6th Floor (BMT and IMTX)
1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description (What)</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Every Morning</strong></td>
<td>Send positive patient report to 6th floor management (Suni Elgar, 6th Floor Transplant Charge Nurse, Sarah Schwen, and IMTX Charge Nurse)</td>
<td>Positive Patient Report (note: refreshes from night before)</td>
<td>Clinical Analytics</td>
</tr>
<tr>
<td><strong>Coordinating Care</strong></td>
<td>Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.</td>
<td></td>
<td>TC and Charge Nurse</td>
</tr>
</tbody>
</table>
| 2 | Schedule appointments  
• BMT  
• IMTX | Note: TCs make “COVID-19 Positive” note in scheduled appointments.  
If the patient needs to come into the clinic for essential appointments:  
o If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame  
o Schedule all appointments to occur in the same room (i.e. blood draw, infusion(s), provider appt should occur in the same location)  
o If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include “positive COVID-19 patient”) | TC |
| 3 | Prior to patient arrival, give patient instructions on arrival via phone. | “On the day of your appointment, please:  
1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have a mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. Masks are available at the front entrances by our screeners, please ask for one when you arrive.  
2. Do not use valet parking.  
3. Caregivers should be limited to one and should | TC and Charge RN |
Wear a mask as well.
Before entering the clinic, call the SCCA transport team (Transport phone #1 206-473-2751) when you arrive to be escorted.

**If you are coming with a caregiver:**
- Please call the TT # when you pull in to the “turn around”
- Wait in the car until the TT member comes out to escort you.

**If you will NOT be accompanied by a caregiver or family member:**
- Park in the garage
- Call TT # as soon as you get up to the first floor
- Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your apt.
- The screener will direct you to a waiting area.

4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.
5. Please contact your care team for questions about how long you will need to follow these instructions.”

Note: If outside of Transport Team hours of operation, patient should call department of care (BMT Front Desk 206-606-7600 or IMTX Front Desk 206-606-6000) and team member will escort patient.

<table>
<thead>
<tr>
<th>Step # (When)</th>
<th>Task Description</th>
<th>Additional Details</th>
<th>Owner (Who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receive call from patient upon arrival</td>
<td>Note: If outside of Transport Team hours of operation, patient should call department of care (BMT Front Desk 206-606-7600 or IMTX Front Desk 206-606-6000) and team member will escort patient.</td>
<td>Transport Team</td>
</tr>
<tr>
<td>4</td>
<td>Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival</td>
<td>In schedule tell Transport team where the patient is going (i.e. 3rd floor)</td>
<td>Naomi</td>
</tr>
<tr>
<td></td>
<td>Task</td>
<td>Description</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| 2 | Meet the patient in front of the building or the main lobby, ensure the patient and caregiver is masked. Escort the patient (in and out of the clinic) and use the service elevator to avoid sharing an elevator with other patients. *permission to prioritize service elevator usage | Healthcare worker may wear a surgical mask during transport. Where are you escorting patient?  
- BMT: 6th Floor Front Desk will inform Transport Team of room  
- IMTX: IMTX Charge Nurse will inform Transport Team of room  
Should transport team call anyone prior to bringing patient up?  
- BMT: Call BMT Front Desk 206-606-7600  
- IMTX: Call IMTX Front Desk 206-606-6000 | Transport Team |
| 3 | Call BMT Front Desk or IMTX Front Desk to alert of pt arrival                                 |                                                                             | Transport Team |
| 4 | Check in patient over the Phone, facilitate directing the transport team to designated room (BMT) or designated care suite in IMTX, and provide patient ID band |                                                                             | 6th Floor Front Desk or IMTX Front desk |
| 5 | Label door with Droplet Precautions signage                                                   |                                                                             | Transport Team |
| 6 | Complete scheduled appointment activity                                                       | Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Caregiver can stay in room with patient.  
Healthcare personnel should adhere to **Droplet Precautions** when caring for patients with COVID-19 infection. | Care Team (as scheduled) |
| 7 | Call Transport Team to escort patient                                                         | Patient waits in clinic room                                                | Nurse/MA |
| 8 | Escort patient out of clinic or to next appointment if applicable (via service elevators)     |                                                                             | Transport Team |
| 9 | Clean room                                                                                     | The person cleaning the room should wear gown and gloves.                  | RN or MA |
### Standard Work Activity Sheet

*Infection Prevention Guidance for the Care of Patient with COVID-19*

**Author(s):** Infection Prevention, Steve Reusser  
**Rev Date:** 04/13/2020

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.  
**Outcome:** Positive Patient successfully cared for.

**Scope:** SCCA NWH Clinic  
1. Scheduling of Appointments  
2. Prior to Patient Arrival  
3. Day of the Appointment

<table>
<thead>
<tr>
<th>Step # (When)</th>
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</thead>
<tbody>
<tr>
<td><strong>Every Morning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth</td>
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<td>If symptomatic their appointment will need to be assessed if essential or non-essential</td>
<td>PCC</td>
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<td>2</td>
<td>Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.</td>
<td></td>
<td>PCC and RN</td>
</tr>
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| 3 | Schedule appointments | If the patient needs to come into the clinic for essential appointments:  
  o If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame  
  o Include in patient appointment notes “COVID-19 patient” | PCC |
| 4 | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:  
  1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you.  
  2. Caregivers should be limited to one and should wear a mask as well.  
  3. When you arrive onsite, prior to entering the clinic building, call the SCCA NWH front desk (206-606-5800) when you arrive. A staff member in | PCC |
droplet precaution PPE will meet you at the clinic entrance and take your directly to a room.

4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.

5. Please contact your care team for questions you may have about how long you will need to follow these instructions when you come to the clinic.”

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<td>1</td>
<td>Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)</td>
<td></td>
<td>PCC</td>
</tr>
<tr>
<td>2</td>
<td>Receive call from patient upon arrival</td>
<td>Perform a virtual check-in. Call the nurse to inform them of patient’s arrival.</td>
<td>PCC</td>
</tr>
<tr>
<td>3</td>
<td>Meet patient at clinic front door in droplet precaution PPE. Escort patient directly to exam room.</td>
<td></td>
<td>Nurse</td>
</tr>
<tr>
<td>4</td>
<td>Label door with droplet precautions signage</td>
<td></td>
<td>Nurse</td>
</tr>
<tr>
<td>5</td>
<td>Complete scheduled appointment activity</td>
<td>Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to <strong>Standard, Contact, and Droplet Precautions, including the use of eye protection</strong> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</td>
<td>Care Team (as scheduled)</td>
</tr>
<tr>
<td>6</td>
<td>Escort patient out of clinic</td>
<td></td>
<td>Nurse</td>
</tr>
<tr>
<td>7</td>
<td>Clean room</td>
<td>The person cleaning the room should wear gown and gloves.</td>
<td>Nurse</td>
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### Standard Work Activity Sheet
**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Scope:** SCCA Evergreen Clinic

1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

### Purpose

**Rev Date:** 04/10/2020

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<td>Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth</td>
<td>Positive Patient Report (note: refreshes from night before) sent around 10:00 am</td>
<td>Clinical Analytics</td>
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### Coordinating Care

1. Call patient and screen for symptoms
   - If symptomatic their appointment will need to be assessed if essential or non-essential
   - **PCC**

2. Cancel or reschedule any non-essential appointments.
   - Consider telemedicine options when possible.
   - **PCC and RN**

3. Schedule appointments
   - If the patient needs to come into the clinic for essential appointments:
     - If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame
     - Include in patient appointment notes “COVID-19 patient”
   - **PCC**

4. Prior to patient arrival, give patient instructions on arrival.
   - “On the day of your appointment, please:
     1. Wear a mask at all times in the hospital and clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you.
     2. Caregivers should be limited to one and should wear a mask as well.
     3. When you arrive onsite, prior to entering the clinic building, call the SCCA Evergreen front
   - **PCC**
desk (425-899-3181) from your car. A staff member will check you in over the phone and then send a nurse to meet you at the hospital entrance to walk you through the front door screening and directly to the clinic.

4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.

5. Please contact your care team for questions you may have about how long you will need to follow these instructions when you come to the clinic.”

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<tr>
<td>1</td>
<td>Receive call from patient upon arrival</td>
<td>PCC performs Epic check-in per telephone and notifies care team nurse of arrival and location of patient.</td>
<td>PCC</td>
</tr>
<tr>
<td>2</td>
<td>Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)</td>
<td>Prep all required paperwork into red folder and give to rooming nurse.</td>
<td>PCC</td>
</tr>
<tr>
<td>3</td>
<td>Meet patient at hospital front door wearing a mask. Escort patient directly to Infusion room 2.</td>
<td>Maintain 6’ social distance as much as possible and escort immediately to Infusion Room 2. Once patient enters the room, don droplet precaution PPE.</td>
<td>Nurse</td>
</tr>
<tr>
<td>4</td>
<td>Label door with droplet precautions signage</td>
<td></td>
<td>Nurse</td>
</tr>
<tr>
<td>5</td>
<td>Complete scheduled appointment activity</td>
<td>Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to Standard, Contact, and Droplet Precautions, including the use of eye protection (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</td>
<td>Care Team (as scheduled)</td>
</tr>
<tr>
<td>6</td>
<td>Escort patient out of clinic</td>
<td>Instruct patient to wear mask at all times and maintain social distance of 6 feet while leaving hospital grounds</td>
<td>Provider or nurse</td>
</tr>
<tr>
<td>7</td>
<td>Clean room</td>
<td>The person cleaning the room should wear gown and gloves.</td>
<td>Nurse</td>
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### Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Scope:** SCCA Peninsula Clinic

1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

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**Coordinating Care**

| 1 | Call patient and screen for symptoms | If symptomatic their appointment will need to be assessed if essential or non-essential | PCC |
| 2 | Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible. | | PCC and RN |
| 3 | Schedule appointments | If the patient needs to come into the clinic for essential appointments:  
   - If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame  
   - Include in patient appointment notes “COVID-19 patient” | PCC |
| 4 | Prior to patient arrival, give patient instructions on arrival. | “On the day of your appointment, please:  
   1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you.  
   2. Caregivers should be limited to one and should wear a mask as well.  
   3. When you arrive onsite, prior to entering the clinic building, call the SCCA Peninsula front desk (360- | PCC |
SCCA PENINSULA CLINIC

697-8000) when you arrive. A staff member in droplet precaution PPE will meet you at the clinic entrance and take your directly to a room.
4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.
5. Please contact your care team for questions you may have about how long you will need to follow these instructions when you come to the clinic.”

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<td>2</td>
<td>Meet patient at clinic front door in droplet precaution PPE. Escort patient directly to exam room. If the patient is coming in for Med Onc services, they should use the main entrance. If they are coming in for Rad Onc treatment, they will use the entrance next to the vault.</td>
<td></td>
<td>MedOnc – RN Rad Onc - RTT</td>
</tr>
<tr>
<td>3</td>
<td>Prep all check in functions to handoff to nurse (any forms, patient armband, etc.) The nurse or RTT will confirm patient ID. PCC will check in patient in EPIC. If NOPP or FA are required, can do so verbally.</td>
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<td>Label door with droplet precautions signage</td>
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<td>The person cleaning the room should wear gown and gloves.</td>
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### Standard Work Activity Sheet

**Infection Prevention Guidance for the Care of Patient with COVID-19**

**Purpose:** Guidance on how to care for patient at SCCA that has been confirmed COVID-19.

**Outcome:** Positive Patient successfully cared for.

**Scope:** SCCA Issaquah Clinic

1. Scheduling of Appointments
2. Prior to Patient Arrival
3. Day of the Appointment

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1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you.  
2. Caregivers should be limited to one and should wear a mask as well.  
3. When you arrive onsite, prior to entering the clinic building or just outside the clinic, call the SCCA Issaquah front desk (425-392-2551) when you arrive. A staff member in droplet precaution PPE | PCC |
will meet you at the clinic entrance and take your
directly to a room.

4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.

5. Please contact your care team for questions you may have about how long you will need to follow these instructions when you come to the clinic.”

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<td>RN</td>
</tr>
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<td>3</td>
<td>Prep all check in functions to handoff to nurse (any forms, patient armband, etc.) Check in to occur virtually.</td>
<td></td>
<td>PCC</td>
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<td>4</td>
<td>Label door with droplet precautions signage</td>
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<td>RN</td>
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