

## Continuing Care for COVID-19 Positive Patients

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Last updated June 18<sup>th</sup>, 2021, v.6



*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. Always wear a mask 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. 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 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 lobby 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 with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”

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



## 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 must wear a surgical mask and eye protection 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 **Aerosol Contact Precautions** when caring for patients with COVID-19 infection. These precautions include the use of the following PPE:
  - Fitted N95 respirator or PAPR (where units are available)
  - Eye protection (i.e. goggles, disposable face shield, or mask with face shield attached)
  - Gown
  - Gloves
- Avoid performing any aerosol-generating procedures (AGP)
  - Refer to [Aerosol Generating Procedure and COVID-19 Precautions policy](#) for list of AGPs.
  - If an AGP is essential it must be performed in an AIIR or negative pressure room, while following Airborne/Contact precaution, 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.
  - Refer to [Disinfectant Summary](#)



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

## 4. Discontinuing Transmission-based Precautions

### Policy

**Rationale:** Per CDC guidance (last update 8/10/20), a time and symptom-based strategy for discontinuation of transmission-based precautions is preferred over a test-based strategy. While some patients may continue to test positive by SARS-CoV-2 PCR for weeks to months after an initial diagnosis, data support that these patients do not transmit the virus to other people. Repeat testing for these patients who are not thought to be at risk for person-to-person transmission leads to inefficiencies in testing, unnecessary use of PPE, and may result in delays in patient care. In addition, there have been no confirmed cases of SARS-CoV-2 reinfection within 90 days of initial infection.

The duration of transmission-based precautions is determined by a patient's severity of illness and level of underlying immunosuppression, based on reports that critically ill or those who are highly immunocompromised may shed viable virus longer than those with milder disease.

### Definitions

**Transmission-Based Precautions:** For COVID-19 this refers to aerosol contact precautions.

**AGPs:** Aerosol generating procedures

**Asymptomatic Illness:** Individuals who have no symptoms compatible with COVID-19, but were tested for other reasons (e.g. pre-procedure) and who remain without symptoms. Patients that were tested when asymptomatic, but who later developed some COVID-19 symptoms should be characterized as below.

**Mild Illness:** Individuals who have any of the various signs and symptoms of COVID-19 (e.g., fever, cough, sore throat, malaise, headache, muscle pain) without shortness of breath, dyspnea, or abnormal chest imaging.

**Moderate Illness:** Individuals who have evidence of lower respiratory disease by clinical assessment or imaging, and an oxygen saturation (SpO<sub>2</sub>) ≥94% on room air.

**Severe Illness:** Individuals who have respiratory frequency >30 breaths per minute, SpO<sub>2</sub> <94% on room air (for patients with chronic hypoxemia, a decrease from baseline of >3%), ratio of arterial partial pressure of oxygen to fraction of inspired oxygen (PaO<sub>2</sub>/FiO<sub>2</sub>) <300 mmHg, or lung infiltrates >50%.

**Critical Illness:** Individuals who are admitted to the ICU, with respiratory failure, shock, and/or multiple organ dysfunction.

### **Immunocompromised:**

- A. **Moderately immunocompromised:** Individuals receiving chemotherapy for solid tumors, solid organ transplant recipients, HIV patients with CD4 counts <200, patients with acquired or genetic immunodeficiencies, patients on prolonged or high-level immunosuppression (e.g. cyclophosphamide, MMF) and those receiving prednisone > 20 mg/day for more than 14 days.
- B. **Highly immunocompromised:** Individuals who are receiving treatment for a hematologic malignancy (e.g. leukemia, lymphoma, multiple myeloma), all hematopoietic cell transplant, and those receiving CAR-T cell therapy.

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

Clinical Presentation	Criteria to discontinue precautions
Patients who are asymptomatic and not immunocompromised	<p><b>Time-based strategy</b></p> <ul style="list-style-type: none"> <li>• Transmission-Based Precautions may be discontinued when at least 10 days have passed since the date of their first positive viral diagnostic test.</li> </ul>
Patients with mild or moderate illness who are not immunocompromised	<p><b>Symptom-based strategy</b></p> <ul style="list-style-type: none"> <li>• At least 10 days have passed since symptoms first appeared<sup>†</sup></li> <li><b>AND</b></li> <li>• At least 24 hours have passed since last fever without the use of fever-reducing medications</li> <li><b>AND</b></li> <li>• Symptoms (e.g., cough, shortness of breath) have improved</li> </ul>
Patients with severe or critical illness or are moderately immunocompromised  <p><i><b>Moderately immunocompromised:</b> Individuals receiving chemotherapy for solid tumors, solid organ transplant recipients, HIV patients with CD4 counts &lt;200, patients with acquired or genetic immunodeficiencies, patients on prolonged or high-level immunosuppression (e.g. cyclophosphamide, MMF) and those receiving prednisone &gt; 20 mg/day for more than 14 days.</i></p>	<p><b>Symptom-based strategy</b></p> <ul style="list-style-type: none"> <li>• At least 20 days have passed since symptoms first appeared*<sup>†</sup></li> <li><b>AND</b></li> <li>• At least 24 hours have passed since last fever without the use of fever-reducing medications</li> <li><b>AND</b></li> <li>• Symptoms (e.g., cough, shortness of breath) have improved</li> </ul>
Patients who are highly immunocompromised  <p><i><b>Highly Immunocompromised:</b> Individuals who are receiving treatment for a hematologic malignancy (e.g. leukemia, lymphoma, multiple myeloma), all hematopoietic cell transplant, and those receiving CAR-T cell therapy.</i></p>	<p><b>Test-based Strategy</b></p> <ul style="list-style-type: none"> <li>• At least 20 days have passed <i>since symptoms first appeared</i>*<sup>†</sup></li> <li><b>AND</b></li> <li>• At least 24 hours have passed <i>since last</i> fever without the use of fever-reducing medications</li> <li><b>AND</b></li> <li>• Symptoms (e.g. cough, shortness of breath) have significantly improved</li> <li><b>AND</b></li> <li>• One negative COVID-19 PCR test</li> </ul> <p><b><u>Do not obtain follow up tests earlier than 20 days</u></b></p>

\*Ongoing concerns for infectivity after 20 days may be discussed with infection control

†If start of symptoms is hard to assess, use date of first positive test

To remove EPIC precaution flag, contact the Infection Prevention team at [ip@seattlecca.org](mailto:ip@seattlecca.org)

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

Patients who meet the 20 days and above symptom or test-based criteria (only for highly immunosuppressed patients) for discontinuation of precautions have been deemed non-infectious and can safely undergo AGPs without use of airborne precautions (unless they have another indication for airborne isolation). No additional peri-procedural testing is recommended as it is common for these patients to have persistently positive tests which reflect non-viable virus.

## **When to retest after discontinuation of transmission-based precautions**

Patients who meet the above criteria for discontinuation of transmission-based precautions should NOT be re-tested for at least 90 days after onset of infection because positive PCR during this time likely represents persistent shedding of non-viable viral RNA rather than reinfection. If such a person remains *asymptomatic* during this 90-day period, then any re-testing is unlikely to yield useful information, even if the person had close contact with an infected person.

Repeat testing should be guided by clinical symptoms compatible with COVID. For persons who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset, if an alternative etiology cannot be identified by a provider, then the person may warrant retesting; consultation with infectious disease and/or infection control experts is recommended.

## **What is the role of serologic testing in determining precautions?**

Serologic testing should not be used to establish the presence or absence of acute SARS-CoV-2 infection or reinfection.

## **References**

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.htm>

## Essential Visit and/or Treatment Criteria

Updated: 03.03.2021

### 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 where risk of exposure to COVID-19 exceeds the short-term benefit of chemotherapy or other treatment.
3. Patients who are receiving treatment that can be postponed without a major likely effect on survival.
4. Patient who can undergo a substitute treatment that can be administered at home without a major likely effect on survival.
5. Palliative care and/or Supportive Care visits.
6. 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* transmission-based precautions
2. Symptomatic patient with unknown status (i.e. pending test results)
  - Treated with aerosol contact precautions
3. COVID-19+ patients
  - Treated with aerosol contact precautions
4. Patients who have recovered from COVID-19
  - Treated with standard precautions

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 oncotype/mammagraphy)

**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

SCCA MAIN CLINIC – POSITIVE PATIENT REPORT

<p><b>Standard Work Activity Sheet</b> <b>COVID-19 Patient Positive Report</b></p>	<p><b>Author(s): Infection Prevention, Clinic Leadership</b> <b>Rev Date: 03/03/2021</b></p>
<p><b>Purpose:</b> Overview of Positive Patient Report <b>Outcome:</b> Positive Patient successfully taken to and from appointments.</p>	<p><b>Scope: Positive Patient Report</b></p>

<b>Category</b>	<b>Description</b>
<b>Data Sources</b>	<p>Line List: COVID-19 Positive Patients Epic Scheduled Appointment Date: Scheduled appointments</p>
<b>Frequency</b>	<p>Monday – Sunday, every morning ~10:15 am</p>
<b>Distribution List</b>	<p>Reitz, Paul &lt;preitz@seattlecca.org&gt;; Klaassen, John &lt;jklaasse@seattlecca.org&gt;; McClure, Randall &lt;rmclure@seattlecca.org&gt;; Horton, Tony &lt;thorton@seattlecca.org&gt;; Koegel, Kim &lt;kkoegel@seattlecca.org&gt;; Thursten, Bonnie &lt;bthurste@seattlecca.org&gt;; Toderas, Larisa &lt;ltoderas@seattlecca.org&gt;; Barrett, Elise &lt;ebarrett@seattlecca.org&gt;; Matsumura, Taylor &lt;tmatsumu@seattlecca.org&gt;; Berry, Danielle &lt;dberry@seattlecca.org&gt;; Williams, Melita &lt;mawillia@seattlecca.org&gt;; Marsolini, Trisha &lt;tmarsoli@seattlecca.org&gt;; Kimbrough, Sarah &lt;skimbrou@seattlecca.org&gt;; Sherinski, Amelia &lt;asherins@seattlecca.org&gt;; Heinecke, Naomi &lt;nheineck@seattlecca.org&gt;; Infusion Services-CTU Leadership &lt;infusion-ctu-leadership@seattlecca.org&gt;; Elgar, Suni &lt;selgar@seattlecca.org&gt;; 6th floor transplant charge nurse &lt;6thcharg@seattlecca.org&gt;; Schwen, Sarah &lt;sschwe@seattlecca.org&gt;; IMTxChargeNurse &lt;IMTxChargeNurse@seattlecca.org&gt;; Infection Prevention &lt;ip@seattlecca.org&gt;; McKinney, Jovanna &lt;jmckinne@seattlecca.org&gt;; Pascual, Amber &lt;apascual@seattlecca.org&gt;; Phan, Jenn &lt;jnphan@seattlecca.org&gt;; Ross, Linda &lt;lross@seattlecca.org&gt;; DeMars, Justin &lt;jldemars@seattlecca.org&gt;; Rockwell, Sharon &lt;rockwel@seattlecca.org&gt;; Helmuth, Paul &lt;phelmuth@seattlecca.org&gt;; Grass-Rotness, Renee &lt;rgrassro@seattlecca.org&gt;; Gates, Krissy &lt;kgates@seattlecca.org&gt;; Williams, Melita &lt;mawillia@seattlecca.org&gt;; Stephenson, Emily &lt;estephen@seattlecca.org&gt;; Yanak, Caitlin &lt;cyanak@seattlecca.org&gt;; Calnan, Vicky &lt;vcalnan@seattlecca.org&gt;; Aguilar, Martin &lt;maguilar@seattlecca.org&gt;; Aguilar, Amanda &lt;aaguilar@seattlecca.org&gt;; Quinanola, Rikka &lt;rquinano@seattlecca.org&gt;; Dutt, Shalin &lt;sdutt@seattlecca.org&gt;; Mitchell, Mitch &lt;msmith@seattlecca.org&gt;; Heye, Diane &lt;dhey@seattlecca.org&gt;; Baxter, Dee &lt;dbaxter@seattlecca.org&gt;; Garcia, Jennifer &lt;jcgarcia@seattlecca.org&gt;; Kyle-Stokes, Jennifer &lt;jkylestoke@seattlecca.org&gt;; Weeks, Tate &lt;thead@seattlecca.org&gt;; Achacoso, Rainier &lt;rachacoso@seattlecca.org&gt;; Sherman Smith, Kiara &lt;ksmith12@seattlecca.org&gt;; Abebe, Solomon &lt;sabebe@seattlecca.org&gt;; McFarland, Lindsay &lt;linmfar@seattlecca.org&gt;; Clay, Brittani &lt;becclay@seattlecca.org&gt;; GI RN A &lt;girna@seattlecca.org&gt;; GI RN B &lt;girnb@seattlecca.org&gt;; GI RN C &lt;girnc@seattlecca.org&gt;; GI RN D &lt;girnd@seattlecca.org&gt;; GI RN F &lt;girnf@seattlecca.org&gt;; Wilson, Marie &lt;mwilson@seattlecca.org&gt;; Milstein, Amanda &lt;amilstein@seattlecca.org&gt;; Walji, Salma &lt;swalji@seattlecca.org&gt;</p>

SCCA MAIN CLINIC – SLU SREENERS

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s): Infection Prevention, Naomi Heinicke</b> <b>Rev Date: 06/18/2021</b>
<b>Purpose:</b> Guidance on how to transport a COVID-19 positive patient through SCCA Main Clinic. <b>Outcome:</b> Positive Patient successfully taken to and from appointments.	<b>Scope: SCCA Main Clinic</b> 1. Patient arrival

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Day Prior to Appointment</b>			
1	Inform screeners of next day or weekend positive appointments	At the end of the workday, shared resources manager will provide list of positive patient appointments for the next day or weekend.	Naomi Heinecke
<b>Day of Appointment</b>			
1	Screen patient upon arrival and provide mask	Greet the patient and provide them 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.	Screeners
2	Escort patient to waiting area until transport team is able to arrive.	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	Transport Team

SCCA MAIN CLINIC - TRANSPORT TEAM

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s):</b> Infection Prevention, Naomi Heinicke <b>Rev Date:</b> 06/18/2021
<b>Purpose:</b> Guidance on how to transport a COVID-19 positive patient through SCCA Main Clinic. <b>Outcome:</b> Positive Patient successfully taken to and from appointments.	<b>Scope: SCCA Main Clinic</b> 1. Patient arrival and escort
<b>Hours of Operation</b>	8:00 am – 4:30 pm
<b>Capacity</b>	2 NAC M-Th and 1 on Friday Able to each transport/escort one patient at a time
<b>Contact Info</b>	Transport phone #1 206-473-2751 Transport phone #2 206475-4695

<b>Step #</b> (When)	<b>Task Description</b> (What)	<b>Additional Details</b>	<b>Owner</b> (Who)
<b>Day of Appointment</b>			
1	Receive call from patient upon Arrival	Patient call transport phone #1 206-473-2751	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	Healthcare worker must wear a fitted N95 respirator and eye protection or PAPR (where units are available) 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? <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Floor <ul style="list-style-type: none"> <li>• Rad Onc: through main clinic doors; Therapist will direct you to vault, changing room 5, or 4</li> </ul> </li> <li>• 2<sup>nd</sup> Floor <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Floor: Front desk will notify Transport Team where to take patient</li> </ul> </li> <li>• 3<sup>rd</sup> and 4<sup>th</sup> Floor <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> floor: Exam room 21</li> <li>• 4<sup>th</sup> floor: Exam room 10</li> </ul> </li> <li>• 5<sup>th</sup> floor <ul style="list-style-type: none"> <li>• Infusion Bay #27 (backup #28), Negative Pressure Room #25 and #28</li> </ul> </li> <li>• 6<sup>th</sup> Floor <ul style="list-style-type: none"> <li>• BMT: 6<sup>th</sup> Floor Front Desk will inform Transport Team of room</li> </ul> </li> </ul>	Transport Team

SCCA MAIN CLINIC - TRANSPORT TEAM

		<ul style="list-style-type: none"> <li>○ IMTX: IMTX Charge Nurse will inform Transport Team of room</li> <li>● 7<sup>th</sup> floor <ul style="list-style-type: none"> <li>○ No designated room</li> </ul> </li> </ul> <p>Should you call anyone prior to bringing patient to destination?</p> <ul style="list-style-type: none"> <li>● 1st Floor <ul style="list-style-type: none"> <li>○ Rad Onc: 206-606-2141</li> </ul> </li> <li>● 2<sup>nd</sup> Floor <ul style="list-style-type: none"> <li>● 2<sup>nd</sup> Floor: Call Front Desk on 2<sup>nd</sup> Floor 206-606-7200</li> </ul> </li> <li>● 3<sup>rd</sup> and 4<sup>th</sup> Floor <ul style="list-style-type: none"> <li>● Breast Imaging: 206-606-7410</li> <li>● 3<sup>rd</sup> and 4<sup>th</sup> floor: Martin Aguilar or Shalin Dutt</li> </ul> </li> <li>● 5<sup>th</sup> floor <ul style="list-style-type: none"> <li>● Call 5<sup>th</sup> floor front desk 206-606-7500</li> </ul> </li> <li>● 6<sup>th</sup> Floor <ul style="list-style-type: none"> <li>● BMT: Call BMT Front Desk 206-606-7600</li> <li>● IMTX: Call IMTX Front Desk 206-606-6000</li> </ul> </li> <li>● 7<sup>th</sup> floor <ul style="list-style-type: none"> <li>● Infusion Charge: 206-606-4226</li> </ul> </li> </ul>	
3	Label door with aerosol contact precautions signage		Transport Team
4	Complete scheduled appointment activity		Care Team
5	Page Transport Team to escort patient	Patient wait in clinic room	Clinic
6	Escort patient out of clinic or to follow on appointment (via service elevators)		Transport Team

SCCA MAIN CLINIC – LAB APPOINTMENT ONLY

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s): Infection Prevention</b> <b>Rev Date: 06/18/2021</b>
<b>Purpose:</b> Guidance on how to care for patient at SCCA that have been confirmed COVID-19 who has Lab appointment only. <b>Outcome:</b> Positive Patient successfully cared for	<b>Scope:</b> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>
<b>Contact Info</b>	Lab Front Desk – 206-606-6201

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Coordinating Care</b>			
1. A	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC
1. B	Scheduling of Appointments	If the patient needs to come into the clinic for essential labs, and that is the patient's <b>only</b> required appointment: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Contact the Alliance Lab at 206-606-6201 regarding the scheduling of the appointment with the Alliance Lab PSR. Inform the lab of the date and time the patient is scheduled.</li> </ul>	TC
2.	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: <ol style="list-style-type: none"> <li>1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. Masks are available at the front entrances by our screeners, please ask for one when you arrive.</li> <li>2. Do not use valet parking.</li> <li>3. Caregivers should be limited to one and should wear a mask as well.</li> <li>4. Before entering the clinic, <b>call the lab front desk at 206-606-6201</b> to let them know you have arrived so they can prepare a room. After speaking to the lab staff, proceed to front door screening and then go directly to the lab's front desk. Please do not go to any other areas of the clinic other than the lab.</li> <li>5. Please try to maintain a social distance of at least 6 feet from other patients and staff members.</li> <li>6. Please contact your nurse with any questions you may have about how long you will need to follow these instructions when you come to the clinic."</li> </ol>	TC

SCCA MAIN CLINIC – LAB APPOINTMENT ONLY

<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
3 A.	Receive call from patient upon arrival		Alliance lab front desk
3 B.	Prepare a room for the patient – preferably a room with a door  Label door	Healthcare worker should wear a surgical mask and eye protection during transport.	Alliance lab front desk
3 C.	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 <b>Standard, Aerosol Contact Precautions</b> when caring for patients with COVID-19 infection.	
3 D.	Instruct patient to leave the clinic.		
3 E.	Clean room	The person cleaning the room should wear gown and gloves.	

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s): Infection Prevention, Randall McClure</b> <b>Rev Date: 06/18/2021</b>
<b>Purpose:</b> Guidance on how to care for patient at SCCA that have been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.	<b>Scope: 1<sup>st</sup> Floor – Radiation Oncology</b> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Tony Horton and Randall McClure	Positive Patient Report (note: refreshes from night before)	Clinical Analytics
<b>Coordinating Care</b>			
1	Discussion to determine treatment/appointments moving forward		Attending provider and medical director
2	Cancel or reschedule any non-essential appointments.		TC
3	Schedule appointments <ul style="list-style-type: none"> <li>• Rad Onc</li> </ul>	Note: TCs make “COVID-19 Positive” note in scheduled appointments. If the patient needs to come into the clinic for essential appointments: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame</li> <li>○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)</li> <li>○ 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”)</li> </ul>	TC/RTT
4	Prior to patient arrival, give patient instructions on arrival.	“On the day of your appointment, please: <ol style="list-style-type: none"> <li>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. Masks are available at the front entrances by our screeners, please ask for one when you arrive.</li> <li>2. Do not use valet parking. Please do not have your caregiver(s) accompany</li> </ol>	TC

SCCA MAIN CLINIC – RAD ONC (First Floor)

		<p>you into the clinic. If you absolutely need a caregiver come with you into the clinic they will have to wait in a separate room and wear a mask.</p> <p>4. Before entering the clinic:</p> <ol style="list-style-type: none"> <li>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.</li> <li>b. (If appointment in non-Rad Onc location (i.e. infusion)) call <b>the SCCA transport Team (Transport phone #1 206-473-2751)</b> when you arrive to be escorted at the first-floor main or just outside the clinic.</li> </ol> <p><b>If you are coming with a caregiver:</b></p> <ul style="list-style-type: none"> <li>• Please call the TT # when you pull in to the “turn around”</li> <li>• Wait in the car until the TT member come out to escort you.</li> </ul> <p><b>If you will NOT be accompanied by a caregiver or family member:</b></p> <ul style="list-style-type: none"> <li>• Park in the garage</li> <li>• Call TT # as soon as you get up to the first floor</li> <li>• Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.</li> <li>• The screener will direct you to a waiting area.</li> </ul> <p>5. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</p> <p>3. Please contact your nurse with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</p>	
5	Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival	In schedule tell Transport team where the patient is going.	Naomi

SCCA MAIN CLINIC – RAD ONC (First Floor)

<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Day of Appointment</b>			
1	(30 min prior to scheduled treatment) Huddle with MD and team representatives to review care plan		MD and team representatives
2	Receive call from patient upon arrival		Rad Onc RN or Transport Team *dependent on types of appointments
3	<b>Transport Patient (If Rad Onc Appt first and/or only):</b> 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.	Where are you escorting patient? <ul style="list-style-type: none"> <li>Rad Onc - Therapist escorts patient from North Stairwell exit directly to vault, changing room 5, or 4.</li> </ul> Who does the patient call? <ul style="list-style-type: none"> <li>RadOnc–206-606-2141</li> </ul>	RTT
4	<b>Transport Patient (If using Transport Team to bring patient from another appointment):</b> 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	Healthcare worker may wear a surgical mask during transport.  Where are you escorting patient? <ul style="list-style-type: none"> <li>Rad Onc - Therapist escorts patient directly to vault, changing room 5, or 4.</li> </ul> Should transport team call anyone prior to bringing patient up? Rad Onc – Nursing Office 206-606-2141	Transport Team
5	Label door with aerosol contact precautions signage		RTT

SCCA MAIN CLINIC – RAD ONC (First Floor)

6	Complete scheduled appointment activity	<p>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.</p> <p>Healthcare personnel should adhere to <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</p> <p>If possible, give patient own bathroom. If not possible, clean after use.</p>	RTT
7	Escort patient out of clinic		RTT
8	Clean room	The person cleaning the room should wear gown and gloves.	RTT

SCCA MAIN CLINIC - SECOND FLOOR (Imaging and Procedure Suite)

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID</i>	<b>Author(s):</b> Infection Prevention, Kim Koegel <b>Rev Date:</b> 06/18/2021
<b>Purpose:</b> Guidance on how to care for patient at SCCA that have been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.	<b>Scope:</b> 2 <sup>nd</sup> floor (Medical Imaging, Procedure Suite and PFT) and 3 <sup>rd</sup> floor (Breast Imaging) 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to 2 <sup>nd</sup> and 3 <sup>rd</sup> 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 ~10 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
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic’s least busy time frame</li> <li>○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)</li> </ul> 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

SCCA MAIN CLINIC - SECOND FLOOR (Imaging and Procedure Suite)

4	Prior to patient arrival, give patient instructions on arrival.	<p>“On the day of your appointment, please:</p> <ol style="list-style-type: none"> <li>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. Masks are available at the front entrances by our screeners, please ask for one when you arrive.</li> <li>2. Do not use valet parking.</li> <li>3. Caregivers should be limited to one and should wear a mask as well.</li> <li>4. Before entering the clinic, call the SCCA transport team (<b>Transport phone #1 206-473-2751</b>) when you arrive to be escorted.</li> </ol> <p><b>If you are coming with a caregiver:</b></p> <ul style="list-style-type: none"> <li>• Please call the TT # when you pull in to the “turn around”</li> <li>• Wait in the car until the TT member come out to escort you.</li> </ul> <p><b>If you will NOT be accompanied by a caregiver or family member:</b></p> <ul style="list-style-type: none"> <li>• Park in the garage</li> <li>• Call TT # as soon as you get up to the first floor</li> <li>• Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.</li> <li>• The screener will direct you to a waiting area.</li> </ul> <ol style="list-style-type: none"> <li>5. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>6. Please contact your nurse with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol> <p>Note: If outside of Transport Team hours of operation, patient should call department of care and team member will escort patient.</p>	Care Team TC
5	Coordinate schedule of positive patient appointments with transport team so they are	In schedule tell Transport team where the patient is going (i.e. 3 <sup>rd</sup> floor)	Naomi

SCCA MAIN CLINIC - SECOND FLOOR (Imaging and Procedure Suite)

waiting for patient at arrival	
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<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival		Transport Team
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. Gown is not needed during transport.  Where are you escorting patient? <ul style="list-style-type: none"> <li>2<sup>nd</sup> floor front desk will notify Transport Team where to take patient</li> <li>3<sup>rd</sup> floor front desk will notify Transport Team where to direct Breast Imaging patients</li> </ul> Should transport team call anyone prior to bringing patient up? <ul style="list-style-type: none"> <li>2<sup>nd</sup> Floor: Call Front Desk on 2<sup>nd</sup> Floor at 206-606-7200</li> <li>3<sup>rd</sup> Floor Breast Imaging: Call Breast Imaging at 206-606-7410</li> </ul>	Transport Team
3	Review room assignment form area manager/supervisor. If no room assignment call appointment department and determine where to send patient		Front Desk
4	Direct Transport Team where to take patient		Front Desk
5	Prep patient check in functions and hand off to nurse or tech assigned to patient	Check patient in via EPIC, print label and gather supplies for arm bands, prep any necessary forms, etc.	Front Desk
6	Label door with aerosol contact precautions signage		Transport Team
7	Complete patient check in activities		Nurse or Tech
8	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 <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Nurse or Tech

**SCCA MAIN CLINIC - SECOND FLOOR (Imaging and Procedure Suite)**

9	Page Transport Team to escort patient	Patient wait in room	Nurse or Tech with patient
10	Escort patient out of clinic room or to next appointment (via service elevators)	Note: If outside of Transport Team hours of operation Imaging or Procedure Suite team member will escort patient.	Transport Team
11	Clean room	The person cleaning the room should wear gown and gloves.	Standard per area

SCCA MAIN CLINIC – THIRD, FOURTH AND SEVENTH FLOOR

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s): Infection Prevention, Naomi Heinecke</b> <b>Rev Date: 06/18/2021</b>
<b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.	<b>Scope: 3<sup>rd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> floor</b> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to 3 <sup>rd</sup> and 4 <sup>th</sup> floor nurse managers: Danielle Berry, Melita Williams, Trisha Marsolini, Martin Aguilar, Amelia Sherinski and Naomi Heinecke	Positive Patient Report (note: refreshes from night before) Send every morning around 10am	Clinical Analytics
2	Review at daily huddle, make assignments for coordination	Included in huddle: 3 <sup>rd</sup> , 4 <sup>th</sup> and 7 <sup>th</sup> floor <ul style="list-style-type: none"> <li>• Each nurse manager responsible for assigned patient appointments</li> </ul>	Naomi
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)</li> <li>○ 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")</li> <li>○ Add to appointment notes one of the designated exam rooms is needed: exam room 21 on the 3<sup>rd</sup> floor and exam room 10 on the 4<sup>th</sup> floor</li> </ul>	TC
3	Prior to patient arrival, give	"On the day of your appointment, please:	TCs

SCCA MAIN CLINIC – THIRD, FOURTH AND SEVENTH FLOOR

	<p>patient instructions on arrival.</p>	<ol style="list-style-type: none"> <li>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. Masks are available at the front entrances by our screeners, please ask for one when you arrive.</li> <li>2. Do not use valet parking.</li> <li>3. Caregivers should be limited to one and should wear a mask as well. Before entering the clinic, call the SCCA transport team (<b>Transport phone #1 206-473-2751</b>) when you arrive to be escorted.</li> </ol> <p><b>If you are coming with a caregiver:</b></p> <ul style="list-style-type: none"> <li>• Please call the TT # when you pull in to the “turn around”</li> <li>• Wait in the car until the TT member come out to escort you.</li> </ul> <p><b>If you will NOT be accompanied by a caregiver or family member:</b></p> <ul style="list-style-type: none"> <li>• Park in the garage</li> <li>• Call TT # as soon as you get up to the first floor</li> <li>• Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.</li> <li>• The screener will direct you to a waiting area.</li> </ul> <ol style="list-style-type: none"> <li>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>5. Please contact your nurse with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol>	
<p>4</p>	<p>Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival</p>	<p>In schedule tell Transport team where the patient is going (i.e. 3<sup>rd</sup> floor)</p>	<p>Naomi</p>

SCCA MAIN CLINIC – THIRD, FOURTH AND SEVENTH FLOOR

<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival		Transport Team
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? <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> floor: Exam room 21</li> <li>• 4<sup>th</sup> floor: Exam room 10</li> </ul> Should transport team call anyone prior to bringing patient up? <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> and 4<sup>th</sup> floor: Call Martin Aguilar or Shalin Dutt</li> </ul>	Transport Team
3	Label door with aerosol contact precautions signage		Transport Team
4	Patient handoff from transport team to hallway team	<i>Hallway team ensures appropriate rooms are available for patient</i>	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 <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (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 next appointment (via service elevators)		Transport Team
9	Clean room	The person cleaning the room should wear gown and gloves.	Hallway Team

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Jill Williams <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that have been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: 5<sup>th</sup> Floor</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Infusion CTU Leadership distribution list	Positive Patient Report (note: refreshes from night before) Send every morning, 10 am	Clinical Analytics
2	Review at daily manager huddle 9:45 am, make assignments for coordination	Included in huddle: <ul style="list-style-type: none"> <li>• Each nurse manager responsible for assigned patient appointments</li> </ul>	Naomi
3	If any Positive Patient appt in Infusion, check in with nurses individually		Infusion point person (rotating position)
<b>Coordinating Care</b>			
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC and nurse manager
2	Schedule appointments <ul style="list-style-type: none"> <li>• Infusion Bay, #27</li> <li>• Backup, Infusion Bay #28</li> <li>• Negative pressure room, #25 and #28</li> </ul>	Note: TCs make "COVID-19 Positive" note in scheduled appointments. If the patient needs to come into the clinic for essential appointments: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location)</li> <li>○ 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")</li> </ul>	TC
3	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: <ol style="list-style-type: none"> <li>1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the</li> </ol>	TCs

SCCA MAIN CLINIC - FIFTH FLOOR

		<p>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. Masks are available at the front entrances by our screeners, please ask for one when you arrive.</p> <ol style="list-style-type: none"> <li>2. Do not use valet parking.</li> <li>3. Caregivers should be limited to one and should wear a mask as well.</li> </ol> <p>Before entering the clinic, call the SCCA transport team (<b>Transport phone #1 206-473-2751</b>) when you arrive to be escorted.</p> <p><b>If you are coming with a caregiver:</b></p> <ul style="list-style-type: none"> <li>• Please call the TT # when you pull in to the “turn around”</li> <li>• Wait in the car until the TT member come out to escort you.</li> </ul> <p><b>If you will NOT be accompanied by a caregiver or family member:</b></p> <ul style="list-style-type: none"> <li>• Park in the garage</li> <li>• Call TT # as soon as you get up to the first floor</li> <li>• Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.</li> <li>• The screener will direct you to a waiting area.</li> </ul> <ol style="list-style-type: none"> <li>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>5. Please contact your nurse with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol>	
4	Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival	In schedule tell Transport team where the patient is going (i.e. 5 <sup>th</sup> floor)	Naomi

SCCA MAIN CLINIC - FIFTH FLOOR

<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival	Note: If outside of Transport Team hours of operation, patient should call 5 <sup>th</sup> floor charge nurse 206-606-2157, and charge nurse will escort patient.	Transport Team
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? <ul style="list-style-type: none"> <li>5<sup>th</sup> floor: Infusion Bay #27 (backup #28), Negative Pressure Room #25 and #28</li> </ul> Should transport team call anyone prior to bringing patient up? <ul style="list-style-type: none"> <li>5<sup>th</sup> floor: Call 5<sup>th</sup> floor front desk 206-606-7500</li> </ul>	Transport Team
3	Check in patient over the phone and facilitate directing the transport team to Bay #27	Note: If outside of Transport Team hours of operation, patient should call 5 <sup>th</sup> floor charge nurse 206-606-2157, and charge nurse will escort patient.	Front desk
4	Label door with aerosol contact precautions signage		Transport Team
5	Notify nurse patient is in bay		Front desk
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 <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (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.	Care Team (as scheduled)
7	Page Transport Team to escort patient	Patient wait in clinic room	Nurse
8	Escort patient out of clinic room or to next appointment (via service elevators)	Note: If outside of Transport Team hours of operation NAC will escort patient.	Transport Team
9	Clean room	The person cleaning the room should wear gown and gloves.	NAC

SCCA MAIN CLINIC - SIXTH FLOOR

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Suni Elgar, Sarah Schwen <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: 6<sup>th</sup> Floor (BMT and IMTX)</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

<b>Step #</b> (When)	<b>Task Description</b> (What)	<b>Additional Details</b>	<b>Owner</b> (Who)
<b>Every Morning</b>			
1	Send positive patient report to 6 <sup>th</sup> floor management (Suni Elgar, 6 <sup>th</sup> Floor Transplant Charge Nurse, Sarah Schwen, and IMTX Charge Nurse)	Positive Patient Report (note: refreshes from night before)	Clinical Analytics
<b>Coordinating Care</b>			
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC and Charge Nurse
2	Schedule appointments <ul style="list-style-type: none"> <li>• BMT</li> <li>• IMTX</li> </ul>	<p>Note: TCs make "COVID-19 Positive" note in scheduled appointments.</p> <p>If the patient needs to come into the clinic for essential appointments:</p> <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Schedule all appointments to occur in the same room (i.e. blood draw, infusion(s), provider appt should occur in the same location)</li> <li>○ 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)</li> </ul>	TC
3	Prior to patient arrival, give patient instructions on arrival via phone.	<p>"On the day of your appointment, please:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Do not use valet parking.</li> <li>3. Caregivers should be limited to one and should</li> </ol>	TC and Charge RN

SCCA MAIN CLINIC - SIXTH FLOOR

		<p>wear a mask as well. Before entering the clinic, call the SCCA transport team (<b>Transport phone #1 206-473-2751</b>) when you arrive to be escorted.</p> <p><b>If you are coming with a caregiver:</b></p> <ul style="list-style-type: none"> <li>• Please call the TT # when you pull in to the “turn around”</li> <li>• Wait in the car until the TT member come out to escort you.</li> </ul> <p><b>If you will NOT be accompanied by a caregiver or family member:</b></p> <ul style="list-style-type: none"> <li>• Park in the garage</li> <li>• Call TT # as soon as you get up to the first floor</li> <li>• Identify to the screeners that you are COVID + and are meeting the TT to be escorted to your appt.</li> <li>• The screener will direct you to a waiting area.</li> </ul> <p>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</p> <p>5. Please contact your care team with any questions you may have about how long you will need to follow these instructions.”</p> <p>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.</p>	
4	Coordinate schedule of positive patient appointments with transport team so they are waiting for patient at arrival	In schedule tell Transport team where the patient is going (i.e. 3 <sup>rd</sup> floor)	Naomi

<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival	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.	Transport Team

SCCA MAIN CLINIC - SIXTH FLOOR

2	<p>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.</p> <p>*permission to prioritize service elevator usage</p>	<p>Healthcare worker may wear a surgical mask during transport.</p> <p>Where are you escorting patient?</p> <ul style="list-style-type: none"> <li>BMT: 6<sup>th</sup> Floor Front Desk will inform Transport Team of room</li> <li>IMTX: IMTX Charge Nurse will inform Transport Team of room</li> </ul> <p>Should transport team call anyone prior to bringing patient up?</p> <ul style="list-style-type: none"> <li>BMT: Call BMT Front Desk 206-606-7600</li> <li>IMTX: Call IMTX Front Desk 206-606-6000</li> </ul>	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		6 <sup>th</sup> Floor Front Desk or IMTX Front desk
5	Label door with aerosol contact precautions signage		Transport Team
6	Complete scheduled appointment activity	<p>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.</p> <p>Healthcare personnel should adhere to <b>Aerosol Contact Precautions</b> when caring for patients with COVID-19 infection.</p>	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

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Steve Reusser <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: SCCA NWH Clinic</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10 am	Clinical Analytics
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Include in patient appointment notes "COVID-19 patient"</li> </ul>	PCC
4	Prior to patient arrival, give patient instructions on arrival.	<p>"On the day of your appointment, please:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Caregivers should be limited to one and should wear a mask as well.</li> <li>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 personal protective equipment will meet you at</li> </ol>	PCC

SCCA NWH CLINIC

		<p>the clinic entrance and take your directly to a room.</p> <ol style="list-style-type: none"> <li>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol>	
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<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
1	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)		PCC
2	Receive call from patient upon arrival	Perform a virtual check-in. Call the nurse to inform them of patient’s arrival.	PCC
3	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		Nurse
4	Label door with aerosol contact precautions signage		Nurse
5	Complete scheduled appointment activity	<p>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).</p> <p>Healthcare personnel should adhere to <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</p>	Care Team (as scheduled)
6	Escort patient out of clinic		Nurse
7	Clean room	The person cleaning the room should wear gown and gloves.	Nurse

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Linda Ross <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: SCCA Evergreen Clinic</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10 am	Clinical Analytics
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Include in patient appointment notes "COVID-19 patient"</li> <li>○</li> </ul>	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: <ol style="list-style-type: none"> <li>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.</li> <li>2. Caregivers should be limited to one and should wear a mask as well.</li> <li>3. When you arrive onsite, prior to entering the clinic building, call the SCCA Evergreen front</li> </ol>	PCC

SCCA EVERGREEN CLINIC

		<p>desk (425-441-2600) 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.</p> <ol style="list-style-type: none"> <li>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol>	
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<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival	PCC performs Epic check-in per telephone and notifies care team nurse of arrival and location of patient.	PCC
2	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)	Prep all required paperwork into red folder and give to rooming nurse.	PCC
3	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to Infusion room 2.	Maintain 6-foot physical distance as much as possible and escort immediately to Infusion Room 2. Once patient enters the room, don aerosol contact precaution PPE.	Nurse
4	Label door with aerosol contact precautions signage		Nurse
5	Complete scheduled appointment activity	<p>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).</p> <p>Healthcare personnel should adhere to <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</p> <p>Check out scheduling will be performed after the visit by telephone</p>	Care Team (as scheduled)
6	Escort patient out of clinic	Instruct patient to wear mask at all times and maintain social distance of 6 feet while leaving hospital grounds	Provider or nurse
7	Clean room	The person cleaning the room should wear gown and gloves.	Nurse

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Krissy Gates <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: SCCA Peninsula Clinic</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Include in patient appointment notes "COVID-19 patient"</li> </ul>	PCC
4	Prior to patient arrival, give patient instructions on arrival.	<p>"On the day of your appointment, please:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Caregivers should be limited to one and should wear a mask as well.</li> <li>3. When you arrive onsite, prior to entering the clinic building, call the SCCA Peninsula front desk (360-</li> </ol>	PCC

SCCA PENINSULA CLINIC

		697-8000) when you arrive. A staff member in personal protective equipment will meet you at the clinic entrance and take you 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 with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”	
<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival		PCC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). 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.	MedOnc – RN Rad Onc - RTT
3	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.	PCC
4	Label door with aerosol contact precautions signage		MedOnc – RN Rad Onc - RTT
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 <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team (as scheduled)
6	Escort patient out of clinic		MedOnc – RN Rad Onc - RTT
7	Clean room	The person cleaning the room should wear gown and gloves.	MedOnc – RN Rad Onc - RTT

<b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i>	<b>Author(s):</b> Infection Prevention, Jennifer Phan <b>Rev Date:</b> 06/18/2021
<b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.	<b>Scope: SCCA Issaquah Clinic</b> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
<b>Coordinating Care</b>			
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: <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Include in patient appointment notes "COVID-19 patient"</li> </ul>	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: <ol style="list-style-type: none"> <li>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.</li> <li>2. Caregivers should be limited to one and should wear a mask as well.</li> <li>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 personal protective</li> </ol>	PCC

SCCA ISSAQUAH CLINIC

		<p>equipment will meet you at the clinic entrance and take you directly to a room.</p> <ol style="list-style-type: none"> <li>4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</li> <li>5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</li> </ol>	
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<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival		PCC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		RN
3	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.) Check in to occur virtually.		PCC
4	Label door with aerosol contact precautions signage		RN
5	Complete scheduled appointment activity	<p>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).</p> <p>Healthcare personnel should adhere to <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</p>	Care Team (as scheduled)
6	Escort patient out of clinic		RN
7	Clean room	The person cleaning the room should wear gown and gloves.	RN

SCCA AT OVERLAKE CLINIC

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Kendra Hahn <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: SCCA Overlake Clinic</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
<b>Every Morning</b>			
1	Identifying COVID-19 Positive Patient	<ul style="list-style-type: none"> <li>• Review positive flag in EPIC</li> <li>• Patients notifies clinic</li> <li>• MD notifies clinic</li> </ul>	Clinic Manager or Charge Nurse
<b>Coordinating Care</b>			
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC or RN
2	Schedule appointments	<p>If the patient needs to come into the clinic for essential appointments:</p> <ul style="list-style-type: none"> <li>○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame</li> <li>○ Include in patient appointment notes "COVID-19 patient"</li> </ul>	TC
3	Prior to patient arrival, give patient instructions on arrival.	<p>"On the day of your appointment, please:</p> <ol style="list-style-type: none"> <li>6. Wear a mask at all times in the clinic. Cloth masks or face coverings are no longer permitted to be worn alone on Overlake properties. A surgical mask is mandatory and a condition of entry onto any Overlake hospital or clinic premises. If you do not have a surgical mask, an Overlake screener may provide you with one upon request.</li> <li>7. Routine patient visiting is suspended at the Overlake hospital campus and clinic locations until further notice, with some limited exceptions.</li> <li>8. When you arrive onsite, prior to entering the clinic building or just outside the clinic, call the SCCA Overlake front desk (425-454-2148) when you arrive. A staff member in personal protective equipment will meet you at the clinic entrance and take you directly to a room.</li> </ol>	TC

SCCA AT OVERLAKE CLINIC

		<p>9. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.</p> <p>10. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic.”</p>	
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<b>Step # (When)</b>	<b>Task Description (What)</b>	<b>Additional Details</b>	<b>Owner (Who)</b>
<b>Day of Appointment</b>			
1	Receive call from patient upon arrival		TC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		MA
3	Prep all check in functions to handoff to MA/RN (any forms, patient armband, etc.) Check in to occur virtually.		TC
4	Label door with aerosol contact precautions signage		MA
5	Complete scheduled appointment activity	<p>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).</p> <p>Healthcare personnel should adhere to <b>Standard, Aerosol Contact Precautions, including the use of eye protection</b> (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.</p>	Care Team (as scheduled)
6	Escort patient out of clinic		MA
7	Clean room	The person cleaning the room should wear gown and gloves.	MA

WELLNESS CENTER

<p><b>Standard Work Activity Sheet</b> <i>Infection Prevention Guidance for the Care of Patient with COVID-19</i></p>	<p><b>Author(s):</b> Infection Prevention, Rainier Achacoso <b>Rev Date:</b> 06/18/2021</p>
<p><b>Purpose:</b> Guidance on how to care for patient at SCCA that has been confirmed COVID-19. <b>Outcome:</b> Positive Patient successfully cared for.</p>	<p><b>Scope: SCCA Wellness Center</b></p> <ol style="list-style-type: none"> <li>1. Scheduling of Appointments</li> <li>2. Prior to Patient Arrival</li> <li>3. Day of the Appointment</li> </ol>

<b>Step #</b> <i>(When)</i>	<b>Task Description</b> <i>(What)</i>	<b>Additional Details</b>	<b>Owner</b> <i>(Who)</i>
<b>Every Morning</b>			
1	Send positive patient report to Wellness Center leadership/designee	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
<b>Coordinating Care</b>			
1	Call patient and screen for symptoms	Call patient to determine if they meet criteria to discontinue precautions	RN
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.	If patient does not meet criteria to discontinue precautions, all Wellness appointments will be canceled/rescheduled until precautions are no longer required.	PCC/TC