

**High Consequence Pathogen (HCP): COVID-19
Inpatient (NON-ACUTE CARE): Holland Center, Reactivation
Centre, St. John’s Rehab, Veterans) Unit Checklist**

KEY CONTACT INFORMATION		
Infection Prevention and Control (IP&C)	Pager ID: 4327 (24/7)	
Occupational Health and Safety: OHS (1700-1900hrs): Exposures:	416-480-6100 x4175 416-480-4244 x7557 Contact admin on-call	
Environmental Supervisor:	Business hours:	Afterhours:
SJR	416-226-6780 x7082	416-480-6100 x4555 Pager: 1025
Holland Centre and Veterans	416-480-6100 x4555	416-480-6100 x4555 Pager: 1025
RCC:	(647) 616-9942	(647) 616-9942
Afterhours admin on-call:		
SJR	(416) 670-3824	
Holland	416-480-6100 x4325 (p: 1400)	
RCC	416-480-6100 x4325 (p: 1400)	
Veterans	416-480-6100 x4325 (p: 1400)	

PREPAREDNESS:

√	REVIEW
	Access your unit’s High Consequence Pathogen Toolkit (4 additional droplet/contact precautions signs)
	Check the version number of this preparedness checklist (located in the page header) to ensure your kit contains the most up-to-date version; the most recent version is posted on Sunnynet (sunnynet.ca/coronavirus > High consequence pathogen toolkit > High Consequence Pathogen (HCP): COVID-19 Inpatient Non-Acute Care Unit Checklist)

	Review PPE donning/doffing video (Sunnynet.ca/coronavirus>Resources>Donning and Doffing Instructional Video)
	Review PPE Conservation Video (sunnynet.ca/corona virus > PPE conservation strategies)
	Review PPE Selection Guide (sunnynet.ca/coronavirus > Resources > PPE Selection Guide)
	Review Transfer of Accountability Escalation process and TOA Tool [PR14126]
	Review the dedicated COVID-19 website (sunnynet.ca/coronavirus)
	Read the aerosol generating procedure protocol on the COVID-19 website
	Read the protected code blue for non-Bayview site

√	ROOM SET UP
	Post COVID-19 <i>Droplet and Contact</i> Precautions sign on the door (PR 60368)
	Admit patient to a single room with dedicated bathroom, if available
	Ensure the following PPE are available in the unit: <ul style="list-style-type: none"> ✓ Mask (Surgical, procedure or PCM 2000 mask, or mask with integrated visor) ✓ Face shields (eye protection) ✓ Reusable cloth or disposable gowns ✓ Gloves
	Post the doffing procedure sign in the anteroom or on the inside and outside of the door to the room, if no anteroom
	Contact Environmental Services (EVS) to place Stericycle garbage bins inside the anteroom and inside the room
	Set up soiled linen cart and garbage bin by the exit doors for used PPE

	Inform Linen Services of need for increased linen/gown stock on unit - (if using cloth gowns only– extension 4555)
	Ensure disinfectant wipes are available inside the room and by the exit door (Accel or Clorox wipes preferred)
	Ensure hand sanitizer is available, full and operational within the room and by the exit door

DURING PATIENT ADMISSION:

√	STAFF
	All clinical staff to don and doff uniform/work apparel within the facility.
	No students are to care for a confirmed/suspected case
	No agency observers are to care for a confirmed/suspected case
	Agency nurses may be assigned to these patients provided they have reviewed the information and education material provided to the agency by Sunnybrook (agency nurses are not to participate in aerosol generating procedure)
	Ensure Transfer of Accountability completed verbally or written* (*see escalation process) using the approved <u>TOA Tool (PR 14126)</u>
	Assign a PPE buddy (e.g., team leader, modified worker, colleague) for each shift to observe donning and doffing of PPE for each entry
	Consider calling the patients before you enter the room to ensure you have everything you need
	Restrict non-essential staff from entering the room
	<u>AVOID</u> unnecessary entries into the room (consider care needs carefully to minimize the number of entries required)
	Remind staff to be aware of media attempts to get confidential information about patient (e.g., posing as someone else over the phone; see patient confidentiality section below)

√	EQUIPMENT
	Use TempaDots to measure temperature, if available
	Ensure bedside table and overbed table in room
	Dedicated equipment to stay in room for the duration of the admission; any equipment leaving a patient room must be double cleaned prior to being used on another patient.
	<p>A disposable stethoscope should remain in room for the duration of the admission</p> <p>✓ Stethoscope use tips:</p> <ul style="list-style-type: none"> ○ Only conduct chest auscultation <u>if deemed absolutely necessary</u> (if a CXR is completed, chest auscultation may be less important) ○ Disinfect the disposable stethoscope with hospital-approved disinfectant wipes before and after use ○ When using the dedicated stethoscope, auscultate early in your assessment and BEFORE contact with the patient (so gloves are not contaminated) ○ If chest auscultation is determined to be necessary during clinical care, doff gloves, perform hand hygiene, and don a new pair of gloves prior to disinfecting stethoscope ○ Be careful not to disrupt PPE or touch face when using disposable stethoscope ○ Be careful not to disrupt PPE or touch face when using disposable stethoscope-
	Do not bring unnecessary items into the room (e.g., pens, charts, personal stethoscope, jewelry, etc.)

√	SPECIMENS
	<p>Collect appropriate swab or other respiratory sample, as indicated, to test for COVID-19:</p> <ul style="list-style-type: none"> • ensure lids of any specimens collected are securely tightened; samples that are leaking will not be tested
	<p>Microbiology specimens (e.g., COVID-19 specimens, urine cultures, blood cultures, etc.):</p> <ul style="list-style-type: none"> ○ all specimens must be hand delivered to the Microbiology lab ○ after hours, please leave respiratory samples in the appropriate storage conditions (e.g., fridge, incubator or room temperature incubator just inside the entrance)
	<p>Core Lab specimens (e.g., routine bloodwork):</p> <ul style="list-style-type: none"> ○ all specimens must be hand delivered to the lab

√	PATIENT CARE/VISITORS		
	CXR's are to be performed by portable machine only		
	If urgent imaging other than CXR (e.g., CT Chest) is required, notify Medical Imaging and Portering so they can use the appropriate PPE		
	If patient must be transported, wear the following PPE:		
	<p>CLINICAL STAFF</p> <ul style="list-style-type: none"> ✓ Gown ✓ Mask (Surgical/ Procedure) ✓ Face shield ✓ Gloves <p>✗ Do not touch surfaces</p>	<p>PORTERING STAFF</p> <ul style="list-style-type: none"> ✓ Gown ✓ Mask (Surgical/ Procedure) ✓ Face shield ✓ Frequent hand hygiene <p>✗ Do not wear gloves</p>	<p>PATIENT</p> <ul style="list-style-type: none"> ✓ Mask (Surgical/ Procedure)

	Access to interpreter: Client ID # _____ and provide the patient's room extension number
	NO VISITORS are allowed in the room of confirmed or PUI COVID cases

DISCHARGE OF POSITIVE/SUSPECTED CASE:

√	DISCHARGE PROCESS
	Follow the steps in the ' Discharge checklist for COVID-19 positive patients or PUIs - all other sites ' to ensure a safe discharge of the patient (http://sunnynet.ca/data/1/rec_docs/32156_COVID19_Discharge_Checklist_-_April_7_2020_FINAL.pdf)

√	ENVIRONMENTAL CLEANING
	Contact EVS Supervisor to notify of discharge of positive/suspected case of COVID-19
	Dispose of any trash remaining on top of PPE cart (e.g., opened PPE packaging) and clean entire exterior of PPE cart, with a focus on high touch areas (e.g., top of cart, cart handles, etc.)
	Dispose of all consumable products in the room
	A 2-stage clean is to be performed for Droplet & Contact Precautions

DEATH OF A SUSPECTED OR CONFIRMED CASE

√	HANDLING OF BODY
	Place deceased into body bag and place patient identification on toe and zipper of bag (ensure zipper is at the foot of body)
	Label body bag with "COVID-19" at the foot of the body
	Wipe the outside of the body bag with hospital-approved disinfectant wipes

	Inform patient transport that a COVID-19 positive or a PUI deceased needs to be transported to the morgue
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Standard Practice Reminders:

**If you are sick with a respiratory or gastrointestinal illness, do not report to work and contact OH&S at ext. 4175

**OHS N95 fit testing can be arranged via ext. 7854 or by booking online (<http://sunnynet.ca/Booking.aspx?cid=126056&lang=1>)

Official Information for Patients and Families

Sunnybrook.ca/coronavirus is Sunnybrook's official information page for patients and their families. This webpage contains up-to-date information, answers to frequently asked questions, and links to Toronto Public Health and the Government of Ontario's websites. If a patient or family member has questions about COVID-19, please direct them to this webpage.

Patient Confidentiality

The COVID-19 outbreak has generated significant media attention and curiosity from members of the public. Pursuant to Ontario's Personal Health Information Protection Act (PHIPA), Sunnybrook and its staff must take steps to protect patient's personal health information from unauthorized access and disclosure. All inquiries related to a Person Under Investigation (PUI) or confirmed case of 2019-vCoV in your care should be directed to the Office of the Patient Experience (OPE) at 416-480-4940. The name and location of the patient should not be disclosed to any caller or member of the public, under any circumstances.