COVID-19+ Patient or PUI Identified at Building Entrance

1. The DS should don a N95 mask and face shield, and proceed to the building entrance to meet the patient and escort them to the clinical location.
2. The DS should escort the patient to the elevator if the visit will not be completed on the main floor. No other patients or staff should be present in the elevator car. The DS should operate the elevator and use the express option if available.
3. The DS should escort the patient directly to the exam room upon arrival to the correct floor. Low traffic routes (e.g. clinic back entrance, clear hallways) should be utilized if available. Once the patient is roomed, the door should be closed.
4. The provider and other clinical staff should don full PPE prior to, and doff full PPE after completing, the visit. Another staff member on the unit should witness the PPE donning and doffing process.
5. At the completion of the visit, the DS, with a N95 mask and face shield in place, should be notified to return and escort the patient to the building exit. Low traffic routes (e.g. clinic back entrance, clear hallways) should be utilized if available.
6. The DS should operate the elevator during the patient’s exit, and no other patients or staff should be present in the elevator car.
7. The DS should contact housekeeping staff to complete a terminal clean on the exam room that was utilized for the patient visit.

*Designated staff member (DS) may be the floor captain, clinical/nurse manager, or other identified staff member.

**Once a provider has decided to schedule an in-person visit with a COVID-19 positive patient or PUI, the clinic designated staff member (DS) should be notified of the pre-approved visit. “COVID Protocol” may be placed in the schedule comments section in Allscripts.**