

UW Medicine Harborview Medical Center Home Assessment Team (HAT) Workbook – 2019- nCoV Response

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Terms and Definitions

nCoV: 2019 novel coronavirus

HOT MD/HOT RN: The physician and/or nurse entering the environment that the patient resides (e.g. inside a hotel room or inside a house)

SC: Site commander

TO: Trained observer

DOH: Washington State Department of Health

HAT: HMC Home assessment team

HCW: Healthcare worker

HH: Hand hygiene

**2019- nCoV: HAT TEAM
Administrative Checklist**

BEFORE VISIT ACTIONS	
1	Transportation Secured: <ul style="list-style-type: none"> • <u>ENSURE THAT MASKS WITH EYESHIELDS ARE AVAILABLE IN CAB AND PLACED ON ALL HAT TEAM MEMBERS PRIOR TO EXITING THE VEHICLE</u>
2	Team Members identified: HOT MD, HOT RN, Trained Observer (TO), Site Commander (SC) <ul style="list-style-type: none"> • A minimum of 4 HAT team members are present • A maximum of 5 HAT team members are present (for training purposes and extra set of hands)
3	Registration of Patient
4	MD Documentation: Ordering of Labs <ul style="list-style-type: none"> • Labs needed/requested reviewed by SC and HOT MD • DOH Lab requisition for nCoV testing is filled out • Contact HMC Lab that HAT team will be deployed and to be expecting specimens
5	Obtain Labels <ul style="list-style-type: none"> • Place labels on consent form(s) • Place additional labels in “IN ROOM Instructions Folder” to label specimens in presence of Patient • Identify on patient labels site of specimen collection (e.g. NP, OP)
6	Check HAT Supplies: <ul style="list-style-type: none"> • Ensure all appropriate specimen collection containers are packaged in “In Room GO BAG” • Place additional gloves for HOT HCWs in IN ROOM GO BAG based on your staff sizing.
7	Proceed to Personal Care Checklist

AFTER VISIT ACTIONS	
1	Drop Specimens off at Lab
2	MD Documentation: Complete outside care encounter visit charting
3	MD Follow up: Check Labs
4	Restock HAT Supplies

Personal Care Checklist: Prior to leaving for HAT visit

Step #	Action
1	Have you been fit tested for N-95?
2	Have you received your flu vaccine this season?
3	Are you sick? (allergies or illness)
4	Have you removed all jewelry? <ul style="list-style-type: none"> • Store all jewelry in a pre-specified box or container
5	ALL equipment/phones/badges emptied from your pockets? <ul style="list-style-type: none"> • Store all personal equipment in a pre-specified box or container
6	Scrubs and underwear only as a bottom layer?
7	Hair pulled back? Hairspray applied?

2019- nCoV: HAT TEAM
Donning PPE: N95/GOGGLES/GOWN



ALL TEAM MEMBERS SHOULD DON MASKS WITH EYESHIELD PRIOR TO EXITING VEHICLE

Step #	Action
1	ARE YOU FIT TESTED? If yes, proceed. If no, you cannot enter patient home
2	Have you removed everything from your pockets? Jewelry removed? <ul style="list-style-type: none"> • Place in personal belongings box
3	Perform hand hygiene
4	Don blue (impermeable) isolation gown
5	Don N95/Surgical Mask <ul style="list-style-type: none"> • Bottom strap up is placed below your ears on your neck • Upper strap is placed behind your head towards the crown of your head. • Mold the nose piece of the N95 over the bridge of your nose to obtain a tight seal. • If HOT HCWs are wearing glasses, perform a moderate exhalation to test the seal around the nose to minimize fogging of glasses.
6	Don goggles/face shield
7	Don gloves
8	Site Commander (SC) or Trained Observer (TO) inspects all PPE

2019- nCoV- HAT TEAM

Doffing PPE: N95/GOGGLES/GOWN

Step #	Action
1	Hot MD/RN wipes down inside door handle with bleach wipe and Trained Observer (TO) wipes down outside door handle with bleach wipe
2	TO positions in WARM zone and is donned in: Gown, Gloves, N95, Goggles/eye shield
3	Site Commander (SC) positions in COLD Zone and is donned in: Mask with eye shield and gloves
4	HOT MD/RN performs Hand Hygiene (HH) prior to exiting domicile over gloves
5	HOT MD/RN knocks signaling TO to prepare for exit TO will return the knock when ready and HOT MD/RN will open the door and exit HOT MD/RN remaining or patient will close the door
6	TO gives HOT MD/RN HH over gloves
7	HOT MD/RN turns towards the patient door to remove gown and gloves: <ul style="list-style-type: none"> <input type="checkbox"/> HCW removes GOWN and GLOVES by first pulling at the waist, then at the shoulders and rolling gown inside out and remove gloves last. Gloves should be bundled inside the gown <input type="checkbox"/> HCW turns and disposes gown and gloves in red biohazard bag
8	TO gives HOT MD/RN HH
10	HOT MD/RN dons new gloves
11	TO holds up mirror and HOT MD/RN removes EYE PROTECTION and disposes in red biohazard bag. <ul style="list-style-type: none"> <input type="checkbox"/> If using FACE SHEILD, pull straps to the side and while maintaining tension, pull strap over head to avoid snapping back of face shield
12	HOT MD/RN removes gloves and disposes in red biohazard bin
13	HOT MD/RN performs HH and dons new gloves
14	HOT MD/RN removes N95 mask. DO NOT TOUCH THE FRONT OF THE MASK. <ul style="list-style-type: none"> <input type="checkbox"/> Tilt head slightly forward <input type="checkbox"/> Grasping first the bottom strap, pull to the sides, then over your head. <input type="checkbox"/> PERFORM HH OVER GLOVES <input type="checkbox"/> Then grasp the upper strap with both hands, pull to the sides and then over your head. <input type="checkbox"/> Keep tension on the upper strap as you remove it, which will let the mask fall forward and dispose in red biohazard bag. <input type="checkbox"/> Do not touch your face after you remove the mask.
15	HOT MD/RN removes gloves and disposes in red biohazard bag and performs HH
16	HOT MD/RN leaves HOT Doffing Zone through Warm Zone to Cold Zone SC or TO to wipe down soles of shoes of HOT MD/RN prior to leaving doffing zone. Wait 3 minutes before leaving doffing zone.
17	Repeat checklist with remaining HOT MD/RN. After all HAT members have exited domicile, TO will perform Waste Management Checklist.

2019- nCoV- HAT TEAM
Waste Management Checklist



Step #	Action
1	<p>Site Commander (SC) sets up:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A line of 3 biohazard bags <input type="checkbox"/> Alcohol-based hand rub at Bag #1 and Bag #3 <input type="checkbox"/> Bleach wipes at Bag #3 <p>SC is donned in gloves and mask with eye shield *This step should occur while HCWs are in home and should be ready prior to HCWs leaving home</p>
2	<p>After all Healthcare Worker (HCW) PPE is removed, Trained Observer (TO) ties/secures biohazard bag #1. Minimize air in bag and any burping of the bag should be done away from TO. Bunny ear bag tie is OK.</p>
3	<p>TO performs HH over gloves</p>
4	<p>TO will then take biohazard bag #1 and place into biohazard bag #2. Roll up the sides a bit.</p>
5	<p>TO performs HH over gloves</p>
6	<p>TO doffs GOWN and GLOVES and places into biohazard bag #2</p> <ul style="list-style-type: none"> <input type="checkbox"/> TO removes GOWN and GLOVES by first pulling at the waist, then at the shoulders and rolling gown inside out and remove gloves last. Gloves should be bundled inside the gown. <input type="checkbox"/> TO turns and disposes gown and gloves in red biohazard bag #2.
7	<p>SC gives TO HH and TO dons new gloves</p>
8	<p>SC holds up mirror and TO removes EYE PROTECTION and disposes in red biohazard bag #2</p>
9	<p>TO removes gloves and disposes in red biohazard bin #2</p>
10	<p>SC gives TO HH and dons clean gloves</p>
11	<p>TO removes N95 mask. DO NOT TOUCH THE FRONT OF THE MASK.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tilt head slightly forward <input type="checkbox"/> Grasping first the bottom strap, pull to the sides, then over your head. <input type="checkbox"/> PERFORM HH OVER GLOVES <input type="checkbox"/> Then grasp the upper strap with both hands, pull to the sides and then over your head. <input type="checkbox"/> Keep tension on the upper strap as you remove it, which will let the mask fall forward and dispose in red biohazard bag #2. <input type="checkbox"/> Do not touch your face after you remove the mask.
12	<p>TO removes gloves and disposes in red biohazard bag #2 and performs HH</p>
13	<p>SC ties/secures biohazard bag #2. Minimize air in bag and any burping of the bag should be done away from SC. Bunny ear bag tie is OK.</p>
14	<p>SC removes gloves and disposes in biohazard bag #3 and performs HH</p>
15	<p>SC removes mask with eye shield and disposes in biohazard bag #3 and performs HH</p>
16	<p>Home Assessment Team (HAT) member dons clean gloves and ties biohazard bag #3</p>
17	<p>HAT member removes gloves and places them on top of biohazard bag #3 and performs HH</p>

HAT TEAM Reminders:

- Upon entry to domicile, bleach down door handles and high touch surfaces.
- Use absorbent pad (e.g. "chux") if you are going to sit/kneel down
- Continue to do hand hygiene over gloves throughout the visit

Lab specimen Collection:

- Each lab specimen gets its own bag, ensure there is an absorbent pad in specimen bag.
- Label each specimen with Patient's
 - FULL NAME
 - DOB
 - Specimen type (e.g. NP/OP)
 - Date specimen was collected
- Nasopharyngeal Swab x 2 package in separate bags:**
Insert a swab into the nostril parallel to the palate. Leave the swab in place for a 5 seconds to absorb secretions. Swab both nasopharyngeal areas with the same swab. Place swabs immediately into sterile tubes containing 2-3 ml of viral transport media.
- Oropharyngeal swab x1 (viral):** Swab the posterior pharynx, avoiding the tongue. Place swabs immediately into sterile tubes containing 2-3 ml of viral transport media.
- Oropharyngeal swab x1 (bacterial) if concern for GAS pharyngitis:** Swab the posterior pharynx, avoiding the tongue. Place swabs immediately into sterile tubes containing 2-3 ml of viral transport media.
- Wipe down specimen with bleach wipe and place in Biohazard Bag with absorbent pad
- Wipe down specimen bag with bleach wipe and allow to dry for 3 min
- HOT MD/RN signals to TO that specimens are ready to be picked up (knock on door)
- TO brings specimen box to door and signals (knock on door) to HOT MD/RN to open door
- HOT MD/RN places specimen bags in specimen box
- TO closes specimen box and hands to SC who will bleach down box and place on absorbent pad

Patient reminders:

- Sign and date consent/HIPAA/financial agreement forms. Ask patient to photograph each form with signature and send to hmcic@uw.edu
- When HAT team visit is complete, they will call you to tell you they are leaving and to have you collect the garbage. Keep biohazard bags stored in your home/garage until test results are back.
 - If negative lab tests, place in black garbage bags and toss into regular trash
 - If positive lab tests, contact Public Health Seattle King County. 206.296.4774

Site Commander: _____ Phone: _____

HAT Supplies

#1 In the Room Bin

- Bleach Wipes x 2
- In room GO BAG
 - Stethoscope
 - Small alcohol-based hand rub
 - Gloves x 4 to be placed in bag once team member size identified
 - 4 facemasks for patient
 - 4 chux
 - 2 UTM with flexible mini tip floq swab (NP samples)
 - 1 UTM regular floq swab with tongue depressor (OP samples)
 - Other specimen collection devices as indicated: Sputum/Blood/Step Cx
 - Any extra supplies you may anticipate
 - Separate biohazard specimen bags with absorbent pads – for lab specimen
 - Pen Light
 - Patient Folder:
 - Tempa dots with instructions
 - Public Health Flyer
 - Pen
 - Lab specimen Instructions
 - 2 sheets of extra paper
 - Patient consent forms
 - Patient labels

#2 Doffing Bin

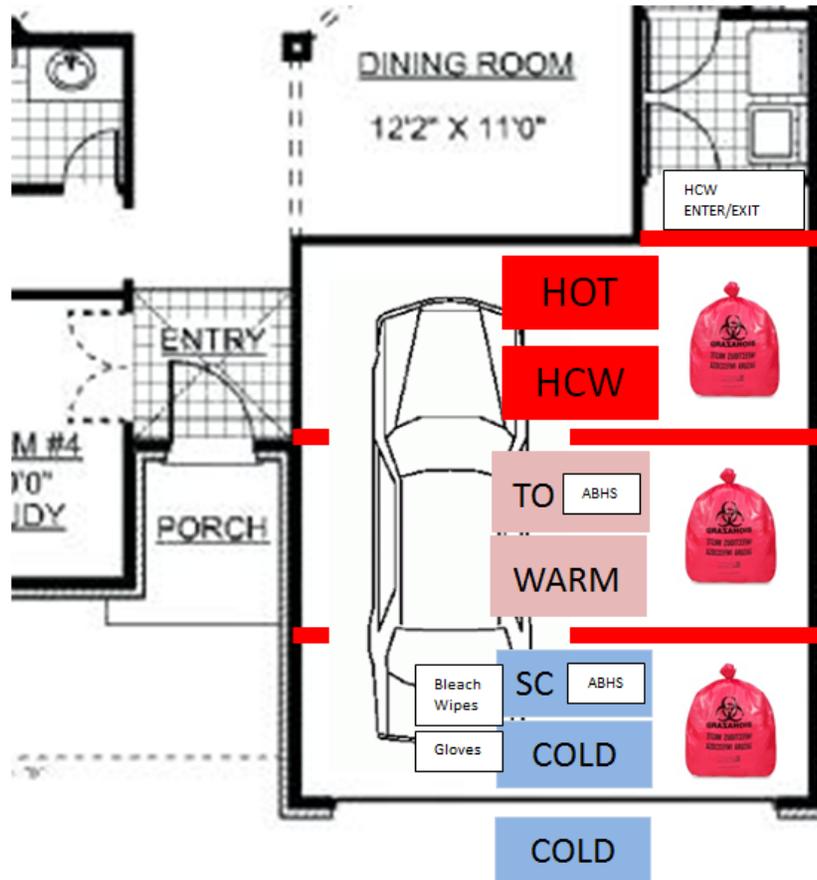
- Bleach Wipes x 2
- Biohazard Bags
- Specimen lunchbox x 2
- Alcohol-based hand rub x 2
- Chux
- Mirror
- Bath Wipes/CHG wipes

#3 PPE BOX

- Extra supply bag
- Gowns
- Gloves: S,M,L, XL
- Face shields
- Goggles
- N95: 1860S, 1860, 1870
- Mask with Face Shield
- Site Commander Folder
 - HMC Home Assessment Workbook 2019 nCoV Response
 - Extra Pt stickers
 - Pen

#4 PERSONAL BELONGING BOX—For HAT Team personal belongings. To be left in vehicle.

LAYOUT: HAT Response



HAT 3 Bag Doffing System:

- HOT HCW (MD/RN) enter room together. Both monitor for contamination.
- TO will be positioned in the Hot Zone to receive specimens from HCW
- TO does not cross into HOT ZONE once HCW enter the HOT Zone
- TO offers alcohol based hand sanitizer (ABHS) and gloves to HOT HCW in the Warm Zone
- Bleach Wipes, Gloves, and ABHS can be placed on chux in Cold area. That way they can be disconnected and returned with HAT team. ABHS in Warm Zone should remain at household
- Biohazard Bags are to remain at patient home until diagnosis.