



Partners in Comprehensive Care

DESCRIPTION:	COVID-19_Front Door Patient Screening		
SOP #:			
UPDATED:	March 19, 2020	STAFF WORK UNIT:	MA, RN

Purpose: To proactively screen patients prior to them entering clinic.

Process: A nurse or MA will wear appropriate PPE (defined below) prior to screening patients. In accordance with CDC guidelines, doing so will categorize any potential exposure to “Low Risk.” Staff must have a covered container of surgical masks to hand out to symptomatic patients. Staff will use an oral thermometer with disposable sheath to take the temperature of each patient. The thermometer must be disinfected with a wipe in between each use.

Procedure:

1. Staff will take each patient’s temperature prior to entering the clinic area.
2. If the patient has fever of $\geq 100^\circ$, ask the below screening questions:

Patients should be asked the standard COVID-19 screening questions:

1. Is the patient experiencing any fever **OR** respiratory symptoms: cough or shortness of breath?
2. Has the patient traveled to the following geographical areas? (China, South Korea, United Kingdom, Ireland, Europe, Iran or Japan)
3. Has the patient been on a cruise ship with a known COVID-19 outbreak or been in close contact with someone who has within the past 14 days? **OR** has the patient been in close contact (within 6 feet) with someone who is suspected of or has tested positive for COVID-19, including a health care worker exposed to COVID-19?

If any of 1 and 2 OR 1 and 3 (based on clinical judgement) are YES, the patient should be given a mask, asked to return home and redirected to call his/her primary care doctor and/or an inpatient facility’s advice nurse. Providers should be asked for clinical assistance in determining if a patient should be sent home.

Patients who are not exhibiting respiratory symptoms do not need to be sent away, even if they have fever.

When removing PPE, staff must treat each piece of PPE as hazardous waste and dispose of them properly in the hazardous waste bin.

Documentation:

No screening documentation is required for patients who have a normal temperature and will be seen for their scheduled appointment.

A telephone encounter should be placed in the EMR for any patient that we are sending home without being seen by an Epic Care provider. Please note the patient’s temperature and the specific action taken, including notification of the attending provider.

Equipment Required:

Staff should wear the following PPE when screening patients:
N95 Mask, if available. If not, a surgical mask is required.
Gloves

Face Shield or Goggles
Gown, if available.

Other Equipment:

Surgical masks for patients
Thermometer with disposable sheaths
Wipes