## Guidelines for COVID-19

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<td><strong>1</strong></td>
<td>Place signage at entrances going to the Ambulatory Outpatient Building, JPI Building, The Wellness Center and in the parking structure.</td>
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</table>
| **2** | Screen patients by phone when making an appointment or in person by asking:  
- Do you have a fever (T >100.4°F or >38°C)?  
- Do you have respiratory symptoms (e.g., cough, shortness of breath)?  
- Have you traveled to China, Iran, Italy, Japan, or South Korea <14 days prior to illness or had close contact with a person known to have COVID-19? |
| **3** | If patient says yes and meets all three (3) criteria, place surgical mask on the patient and isolate patient in the closest private exam room with the door closed. |
| **4** | Notify Infection Prevention and Control (ext. 57447) and Infectious Disease (ext.57369). |
| **5** | When entering the room and/or caring for the patient, you must wear:  
- Gloves  
- Gown  
- Eye protection (face shield)  
- N 95 mask (or PAPR) |
| **6** | Immediately contact and report patient to LAC DPH (213) 240-7941. LAC DPH will advise on the next steps.  
**NOTE:** DO NOT send specimen to Public Health Laboratory (PHL) until case is discussed with and testing is approved. |
| **7** | A kit will be kept in ICU, Nursing Resource Office and Ambulatory Care. Each kit will have the following:  
- Guidelines for COVID-19  
- Eye protection & N95 respirators  
- Specimen kit & PHL H-3021 Test Requisition form for 3 specimens  
**NOTE:** Notify Supply Chain Operations (ext. 57926) once patient is admitted so that they can ensure that stock is adequate at all time. If additional supplies are needed after hours and on holidays, notify Hospital Charge (ext. 56211). |
| **8** | If necessary, patient will be admitted to ICU and placed in the negative airflow room. Use PAPR for high hazard procedures. |
| **9** | If Public Health advises the clinician to collect specimens, place patient in the negative airflow room in ICU. Call the laboratory (58991) to inform them of specimen collection and use the viral transport media provided in the kit. Laboratory will ensure that the specimen is transported to Public Health. |
| **10** | When transporting the patient to ICU, transport personnel must:  
- Wear gloves, a gown, N95 and eye protection while assisting the patient to the wheelchair or gurney.  
- Remove their gown, gloves, and eye protection and perform hand hygiene once the patient has been transferred to the wheelchair or gurney (and prior to exiting the room).  
- Wear N95 while transporting the patient from the exam room to ICU negative airflow room. Additional PPE should not be required unless there is an anticipated need to provide medical assistance during transport (e.g., helping the patient replace a dislodged facemask).  
- After arrival, the transporter (if assisting with transfer) and receiving personnel (e.g., in ICU) should perform hand hygiene and don gloves, gown, N95 mask and eye protection. If still wearing their original N95, transport personnel should take care to avoid self-contamination when donning the gloves, gown and eye protection. |
**Guidelines for COVID-19**

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<th>For Specimen Collection – collect 3 specimens and complete a form for each individual specimen. Use PAPR when collecting the specimen</th>
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**Specimen 1 - Lower Respiratory**
- Sputum (if productive cough): Nurse or Respiratory Therapist will have the patient rinse the mouth with water and then expectorate deep cough sputum directly into a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.
- Obtain if advised by Public Health. Bronchoalveolar lavage or tracheal aspirate: Physician will obtain if patient unable to provide sputum. 2-3 mL in a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.

**Specimen 2 & 3 - Upper Respiratory**
- **Provider** will obtain upper respiratory specimen.
- Nasopharyngeal swab AND oropharyngeal swab (NP/OP swab) Use a synthetic fiber swab with plastic shaft. Do not use calcium alginate swabs or swabs with wooden shafts. Place swab in a sterile tube with 2-3 mL of viral transport media. Do NOT combine NP/OP swab specimens; keep swabs in separate viral transport media collection tubes.
- Nasopharyngeal wash/aspirate or nasal aspirate: 2-3 mL in a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.

**If indicated Public Health may request the additional following specimens:**
- **Stool** - Collect and place in a sterile, screw-cap, leak-proof container without preservative.
- **Urine** - Collect a minimum of 10mL in a sterile, screw-cap, leak-proof container without preservative.

**To transport the specimen:**
- Refrigerate specimens at 2-8°C and transport on cold pack.
- Complete a PHL H-3021 Test Requisition form for each specimen. A LAC DPH test request form created for COVID-19 testing is available.
- Upon approval by LAC DPH, the PHL will assist with courier pick up. Specimens that arrive at PHL without prior DPH approval may experience significant delays in testing.

**If specimens cannot be collected at the clinic, do not refer the patient to another facility to obtain specimens (i.e., commercial lab, other medical clinic). Notify Public Health.**

**Do not discharge the patient under investigation until approved by Public Health.**