

JTCC COVID-19 SOP
Pre-Screening

1. Patient receives a confirmation phone call the day before office visit.
2. Screening questions are asked for patient 3. Inquire who will accompany patient to appointment. Screen companion 4. Review guidelines re: 1 companion and no children <12 yo, ask patients to consider necessity of bringing a companion; everyone to receive mask upon arrival, temperature monitoring and masking for all.

Script for pre-screening

Hi, my name is ____ calling from the John Theurer Cancer Center to remind you of your upcoming appointment for tomorrow with Dr. ____ at ____ time.

Due to the current coronavirus outbreak, we are taking extra precautions to keep everyone safe. Your wellbeing is our first priority. I will be asking screening questions for you and anyone who may accompany you to your visit. Please be honest when answering our questions. No patient will be turned away. We want to ensure that you receive appropriate care if necessary. We do want to make you aware in advance that if your companion has a positive screen for COVID-19 upon arrival, we will not be able to permit them entry into the Cancer Center. Please be advised that our organization is limiting visitors to one companion and no children under the age of 12 at your visit. However, in an effort to keep everyone safe and limit exposure, please consider the necessity of bringing a companion with you to your visit. Should you come alone, we will make every effort to include your loved ones in important discussions with your healthcare team through electronic platforms during your visit. In an abundance of caution, please be aware that everyone entering the building will be required to wear a mask. Everyone entering the Cancer Center will undergo additional screening including temperature monitoring. Please be aware that the 4th floor connector bridge from the parking garage will be closed to ensure that everyone enters through the ground floor to receive appropriate screening and a mask.

- a. Have you had a fever over 99.9, body aches, cough, or shortness of breath in the past 48 hours?
- b. Have you been in contact with anyone who has had these symptoms (see a.) or someone diagnosed with COVID-19 in the past 14 days?

NOTE: Patients are considered a POSTIVE screen if they say yes to A or B

Managing a positive pre-screen over the phone:

- a. Immediately forward call to ONN or RN for Radiation, in respective division. Do not disconnect call until you confirm someone has received the transfer.
- b. Division will further probe and determine routing of patient (JTCC, primary care, ED, etc.).
- c. ONN or RN will determine with team if patient needs to come in to JTCC.
- d. If patient needs to come, provide list of positive pre-screens to front desk the evening prior.

- e. Positive pre-screen patients will be asked not to valet their cars. Ask them to bring a companion to drop them off.
- f. ONN will instruct positive pre-screen patients to arrive to the front of JTCC only (not back entrance) and to call the front desk at 551-996-5826 when they arrive at JTCC to notify of their arrival.
- g. The front desk will alert the RN/staff member at the triage desk upon receiving the positive pre-screen patient's phone call.
- h. The RN will meet the patient outside of the door to provide the patient a mask.
- i. Refer to "Positive Screen Workflow"

Day of Visit Screening

- 2. Screen patients upon arrival to Cancer Center at front lobby.
 - a. Have you had a fever over 99.9, body aches, cough, or shortness of breath in the past 48 hours?
 - b. Have you been in contact with anyone who has had these symptoms (see a.) or someone diagnosed with COVID-19 in the past 14 days?
- 3. Every patient and visitor will receive a mask upon entry to the Cancer Center.
- 4. Place a visitor badge on each person to indicate that they have been screened.
- 5. For any positive screen- immediately mask patient, provide hand gel for hand hygiene. Refer to "Positive Screen Workflow".
- 6. If patient arrives at a floor podium without a visitor badge, screen patient and follow same procedure as above. Place a badge on patient once screened.

Script in the event that a companion has a positive screen in the lobby

In the context of the COVID-19 outbreak, your _____ (fever; cough; recent travel; recent contact with someone diagnosed with COVID-19; etc.) is considered a positive screening factor. For the safety of the patients and staff in the Cancer Center, we are not able to permit you entry to the building. We recommend that you call your physician for further evaluation and instruction regarding your care. You can either wait outside, or return back at the end of the appointment to pick up your loved one.

Positive Screen Workflow

- 1. Patients may be identified as a positive screen on pre-screen call or screening upon arrival.
 - o Front desk and COVID task force will be given a list of pre-screens for the day
- 2. Scheduler in the division where pre-screen is positive should make an appointment for patient in 4th floor infusion room under the current division's MD.
 - o Add comment: Send pt. to 4th flr infusion room, call COVID-19 on call MD when pt. arrives
 - o Schedule of COVID team will be sent each morning (MD, RN, MA).

3. These patients will be given surgical or procedure mask and given Purell upon arrival in JTCC lobby.
4. 4th floor infusion isolation rooms (5) will be designated for the positive screened patients.
5. Patients will be escorted to these rooms only via elevator in main JTCC lobby by entrance.
6. If the 4th floor rooms are full, patients will overflow to 3rd floor infusion isolation rooms.
7. RN in infusion area will notify MD and MA on call that patient has arrived.
8. Each sleeve will also maintain a designated room for potential COVID-19 patients who may have pre-screened negative, but clinician has a suspicion upon assessment.
9. MD for the liquid or solid service will see the patient on the 4th floor per COVID schedule.
 - o COVID-19 designated MD is responsible to place orders in Epic for RPP and COVID-19 test (orders should be entered simultaneously).
10. Test all positive screen patients in parallel for RPP and COVID-19: Test ordering instructions below
 - o If kit has ONE stick: Sample 2 nostrils thoroughly with ONE swab stick.
 - o If the kit has TWO sticks, swab nose and throat separately.
 - o Note: Kits coming from different manufacturers. Either kit is ok to use.
 - o Send swab directly to Bioreference
 - o Bioreference will run RPP and COVID-19 in parallel
 - ☑ In lab process (FYI): Sample solution will be split. RPP run first and will result in 3 hours. If negative, COVID is initiated and will result in 6-8 hours.
 - o MA will take vital signs in the isolation room, RN will be called if other treatment is required such as IV hydration or medication. MA will schedule FU appt before discharge.
 - o MA will draw a CBC if needed in the isolation room (unless MD requires other blood work depending on the situation) so that MD can assess if patient can be discharged safely.
 - o After COVID-19 MD assessment - they will connect with primary oncologist to report findings and assure no additional needs. The primary oncologist does not need to see the patient in isolation. Primary oncologist will document note.
 - o Send all tested patients home as soon as possible and monitor remotely (unless needing treatment or unstable, etc.). Do not need to stay in clinic for results.
 - o Appropriate potential treatment will be decided based upon RPP and/or COVID-19 result.
 - o Room will be terminally cleaned after patient is discharged (including Xenex machine).

RPP and COVID-19 test ordering: Both to be done at the same time

- 1 RPP is ordered via EPIC miscellaneous order. BIOREFERENCE must be entered as the lab resulting agency.
- 2 COVID-19 is ordered in EPIC to BIOREFERENCE as resulting agency.
 - o NOVEL CORONAVIRUS COVID-19 NASOPHARYNX (aka COVID) [LAB600082]
 - o Novel CORONAVIRUS COVID-19 OROPHARYNX [LAB600083]
 - o NOVEL CORONAVIRUS COVID-19 Pooled NP/OP [LAB600084]
 - o Diagnosis code Z03.818
 - o Bag must be zipped shut and both EPIC requisitions forms must be in the outside pocket
- 3 Specimen with requisition form must be hand delivered to the JTCC lab for Bioreference pick up. DO NOT TUBE these specimens to the lab
- 4 Note: Same process for commercial insurance and charity care

Patient screens negative at the reception level, but clinical concern in the treatment areas

1. Immediately apply surgical mask to patient, hand hygiene, and isolate in private room in the sleeve.
2. Follow same procedure as above re: testing and cleaning

Weekend Workflow

1. Screening will occur at front desk of JTCC lobby by reception team
2. If patient screens positive, reception will call MA to notify (Lab reception 551-996-5475)
3. MA will be stationed at the laboratory front desk to take everyone's temperature and give name bands
4. Patients who screen negative will be sent up to infusion from the lab
5. Three bays will be designated in lab for positively screened COVID patients
6. MA will perform COVID swab in designated area of lab
7. RN will come to lab isolation area to administer injection to patient if possible, then discharge
8. Lab bay will be terminally cleaned by EVS when patient is discharged
9. Bioreference courier will pick up COVID specimens at 11am and 3pm on Saturday and Sunday

Mask Guidelines

Refer to the most updated Mask and PPE policy located at: [COVID-19 resource page](#)

SCENARIO 1: HOSPITAL AND AMBULATORY GUIDELINES FOR CAREGIVERS DIRECTLY INVOLVED IN THE CARE OF CONFIRMED COVID-19 PATIENTS OR COVID-19 PATIENTS UNDER INVESTIGATION (PUI)

Surgical Masks N95 Respirator

Caregivers:

- Caring for non-critically ill COVID-19 patients
- Transporting COVID-19 patients Team members working:
- In the emergency department
- On a COVID-19 unit
- Caring for critically ill COVID-19 patients requiring ICU care, regardless of location.
- Delivering a baby.

COVID-19 patients who need:

- Aerosol-generated procedures
- Cardiopulmonary resuscitation

Surgical mask and N95s must be worn with face shields to protect eye exposures. Gown and gloves are also required for contact precautions.

*COVID-19 includes both confirmed positive patients as well as PUIs.

CONSERVATION OF SURGICAL FACEMASKS AND N95 RESPIRATORS:

- For COVID-19 patients, N95 respirators are only to be used as outlined above.
- Coordinate tasks and bundle activities to minimize the number of times you need to put on a mask or respirator.
- The same N95 respirator may be used when providing direct patient care to COVID-19 positive patients hospitalized in adjacent rooms. Caregiver must go directly from one room to the other. Gowns and gloves must be changed between patients.

Valet Script

If the patient has a companion:

- Is there anyone in the vehicle that can park the car and walk from the parking garage to the Cancer Center?

If the patient is alone:

- Are you able to walk from the parking garage to the cancer center safely?

If able to park and walk:

- We ask that you please forego using the valet services today to limit exposure for everyone's safety amidst the coronavirus outbreak. We thank you for your understanding.

If visitors want to valet / unable to walk:

- We are happy to provide you valet service as requested. Thank you and have a great day.

Workforce Guidelines

1. Employees with symptoms
 - a. Do not come to work if you develop symptoms at home. Call Workforce health and safety for screening x8663 (all employees, HMH, RCCA).
 - b. If you develop symptoms at work, don a mask immediately and seek medical attention at the appropriate location (PCP, etc.). Call workforce health and safety x8663. Talk to your supervisor.
2. Employees without symptoms who have traveled outside US within 14 days
 - a. Call x8663 before returning to work to be cleared.

3. Prohibit pharmaceutical and Vendors Interaction on site, including research monitors
 - a. Stop site visits – create virtual meetings / monitors will have EPIC read only temporary access
 - b. JTCC leadership has sent notices to pharmaceutical companies, research monitors, and business partners.

Workflow Notes

1. Stop isolation for patients on VRE, MRSA, ESBL colonization to make rooms available
2. Maintain patients on Cdif isolation.
3. Staff entering a COVID-19 room should wear surgical mask, face shield, gloves, and gown.
4. Staff should be limited to ONE MD and ONE RN and MA entering a suspected COVID-19 patient's room.
5. Schedule is developed for each service (Solid/ liquid) and floor indicating the MD, RN, MA who will see the suspected COVID-19 patients. Schedule is on the J Drive and will be verbally communicated by the floor leader each morning.
6. A floor leader will be assigned on each floor to communicate updates and answer questions.

Scheduled Inpatient Admissions (Non-transplant)

1. Floor RNs call patients the day before scheduled admission to ask screening questions for patient.

Hi, my name is calling from unit at Hackensack University Medical Center to remind you of your upcoming admission tomorrow for scheduled chemotherapy.

Due to the current coronavirus outbreak, we are taking extra precautions to keep everyone safe. Your wellbeing is our first priority. I will be asking some screening questions before you arrive to the hospital. Also in an effort to limit exposure, please be advised that our organization is not permitting visitors at this time.

 - a. Have you had a fever over 99.9, body aches, cough, or shortness of breath in the past 48 hours?
 - b. Have you been in contact with anyone who has had these symptoms (see a.) or someone diagnosed with COVID-19 in the past 14 days?
2. Positive screen will forward to respective ONN at JTCC for assessment.
3. Patients with positive screen will come to JTCC if indicated for assessment and potential RPP before admission.
4. Weekend admissions: Patients to be seen at JTCC Friday for positive screen. If unable, admission to be rescheduled to Monday.
5. ONN will communicate the determined patient disposition to admitting unit charge RN (direct admission, JTCC visit first, cancelled admission, etc.).
6. Not permitting visitors at this time unless critically ill.

NOTE: Patients are considered a POSTIVE screen if ty say yes to A or B

Scheduled Transplant Admissions

1. Upon entry to the 8th floor, all visitors will be re-screened and badged.
 - a. Have you had a fever over 99.9, body aches, cough, or shortness of breath in the past 48 hours?
 - b. Have you been in contact with anyone who has had these symptoms (see a.) or someone diagnosed with COVID-19 in the past 14 days?
2. Positive screen- place a mask on patient, hand hygiene immediately. Place in private room.
3. Notify MD/NP. Assessment / treatment at provider discretion.
4. All BMT patients: Not permitting visitors at this time unless critically ill.

NOTE: Patients are considered a POSTIVE screen if they say yes to A or B

Inpatient Bone Marrow Transplant Disaster Plan
Refer to Policy Stat: Disaster Plan, BMT 200 62
Policy Stat ID: 7816002