

## Novel Respiratory Isolation Cart Packet

	<b>Component</b>
<input type="checkbox"/>	Novel Respiratory Isolation Sign
<input type="checkbox"/>	“How to create a work order to change and document Negative Pressure Isolation room”
<input type="checkbox"/>	Donning/Doffing Instructions
<input type="checkbox"/>	Room Setup Checklist
<input type="checkbox"/>	Q-Shift Checklist

### **Contacts**

#### Hospital Epidemiology and Infection Prevention (HEIP):

- Moffitt-Long or Mt. Zion: During business hours: 415-353-4343 (main office) or 415-806-0269 (on-call cell); During non-business hours: ML Hospital Supervisor Spectralink 415-353-8036 or 415-353-1964
- Mission Bay: During business hours: 415-353-4343 (main office) or 415-806-0269 (on-call cell); During non-business hours: Benioff Children’s Hospital-SF Hospital Supervisor 415-502-0728; MB Adult Hospital Clinical Resource Nurse 415-502-0562
- Benioff Children’s Hospital Oakland: (during business hours) 510-428-3733; (during non-business hours) cellphone 510-459-3702, pager 510-718-1466, or BCHO Nursing supervisor 510-428-3885 ext 6997

#### San Francisco Department of Public Health:

- Communicable Disease Control: (415) 554-2830
- After hours On-Call Physician: (415) 554-3613

## STANDARD PRECAUTIONS+

## NOVEL RESPIRATORY ISOLATION

**\*SEE NURSE BEFORE ENTERING**

Rev. 7/24/20



- **Negative Pressure Room: continuous aerosol generating procedures (AGP)<sup>1</sup>**
- **Private Room with Door Closed: intermittent/discrete/no AGP**

**CLEAN HANDS****GOWN****OR****N95/FACE SHIELD****OR  
PAPR****GLOVES**

1. Continuous AGPs include: high flow oxygen, non-invasive ventilation, mechanical ventilation, tracheostomy in place

# How to create a work order to change and document Negative Pressure Isolation room...

(AKA: ATD = Airborne Transmissible Disease)

## 1) On UCare Links, Choose “Medical Center Facilities”

ECG/EKG  
Standard Medical Center login required.

CardioImage  
Department specified login required.

CareFusion Password Reset

Nursing Tools

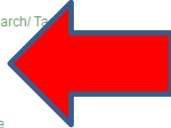
- Patient Placement
- Nutrition and Food Services- Patient Menus
- PCS Unit Report/On-line staffing
- AHP E-Log  
Login required.
- Materials Management
- Clinical Engineering Service Requester
- Clairvia
- Patient Care Survey Tool

Awarepoint: Equipment Search/Request / Support

**Medical Center Facilities**

iSite  
Login required.  
■ Radiology iSite Page

Oncology



## 2) Click on the Green Bar for “For ATD Rooms Related Work Order”

UCSF University of California, San Francisco | About UCSF | Search UCSF | UCSF Medical Center

# Medical Center Facilities Management

UCSF Medical Center  
UCSF Benioff Children's Hospital

“we repair and maintain”

HOME  
SERVICES  
WORK ORDERS  
PROJECTS  
CONTACT US  
MCFM REGULATORY



non emergency work orders  
**click here**

FOR ATD ROOMS RELATED WORK ORDERS  
**click here**

**Quicklinks**

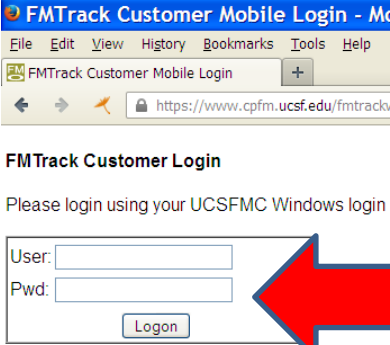
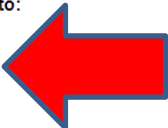
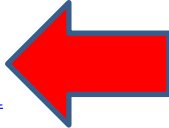
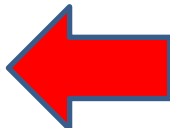
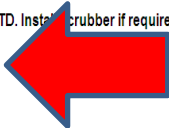
- UCSF MEDICAL CENTER
- UCSF MISSION BAY HOSPITAL
- UCSF BENIOFF CHILDREN'S HOSPITAL
- UCSF MEDICAL CENTER DESIGN & CONSTRUCTION
- UCSF CAPITAL PROGRAMS & FACILITIES MANAGEMENT (CPFM)
- UCSF MEDICAL CENTER POLICIES
- FACILITIES MANUAL
- the ion
- Negative Pressure Room

Who we are

inability

m.ucsf.edu/fmtrackw/custlogin.cfm?CFID=2136038&CFTOKEN=af560cc3ebh02feh-7C4CB4R1-FD79-5F2C-C768A77643D1FC8C

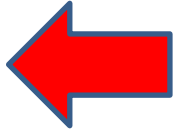


<b>3) Sign in using your usual “Windows” user name &amp; password.</b>	<b>4) Select “Convert Room to ATD...” or “Return Room to Normal...”</b>
	<p>Create New Work Order to:</p> <p><a href="#">Return Room to Normal</a></p> <p><a href="#">Convert Room to ATD</a></p>  <p>Reports</p> <p><a href="#">List My Recent Work Orders</a></p>
<b>5) Select “Hospital Location” from selection...</b>	<b>6) Select “Floor” – NOTE: Only ATD-capable rooms are shown!</b>
<p>New Work Order</p> <p>Select Building:</p> <p><a href="#">MT ZION BLDG A</a></p> <p><a href="#">MT ZION BLDG B</a></p> <p><a href="#">LONG HOSPITAL</a></p> <p><a href="#">MOFFITT HOSPITAL</a></p> 	<p>New Work Order <a href="#">Convert to ATD</a></p> <p>LONG HOSPITAL</p> <p>Select Floor/Room:</p> <ul style="list-style-type: none"> <li>+ Floor 01</li> <li>+ Floor 06 <b>ATD</b></li> <li>+ Floor 07</li> <li>+ Floor 08 <b>ATD</b></li> <li>+ Floor 09 <b>ATD</b></li> <li>+ Floor 10</li> <li>+ Floor 11</li> <li>+ Floor 12</li> <li>+ Floor 13</li> <li>+ Floor 14 <b>ATD</b></li> <li>+ Floor 15</li> </ul> 
<b>7) Select room to convert - rooms in use are gray'ed out &amp; unavailable.</b>	<b>8) Verify the room is correct, select “Submit Work Order” and you are on your way...</b>
<p>New Work Order <a href="#">Convert to ATD</a></p> <p>LONG HOSPITAL</p> <p>Select Floor/Room:</p> <ul style="list-style-type: none"> <li>+ Floor 01</li> <li>- Floor 06 <b>ATD</b></li> <li><b>659 L659</b></li> <li>664 L664 <b>ATD</b></li> <li>+ Floor 07</li> <li>+ Floor 08 <b>ATD</b></li> <li>+ Floor 09 <b>ATD</b></li> <li>+ Floor 10</li> <li>+ Floor 11</li> <li>+ Floor 12</li> <li>+ Floor 13</li> <li>+ Floor 14 <b>ATD</b></li> <li>+ Floor 15</li> </ul> 	<p>New Work Order: Convert to ATD</p> <p>Bldg: LONG HOSPITAL</p> <p>Floor: 06</p> <p>Room: 659</p> <p>L659</p> <p>Desc: Convert Room to ATD. Install scrubber if required, then verify permanent negative pressure status.</p> <p><a href="#">Submit WO</a></p> 

**9) You will receive immediate “E-mail confirmation” and can expect Facilities shortly...**

**10) REMEMBER: Once the patient is discharged and/or the medical record indicates there is no longer any need for airborne isolation; utilize the same steps to return room back to normal.**

**WORK ORDER IN → WORK ORDER OUT**

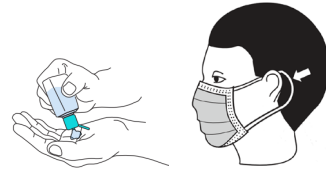


## DONNING- SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE) NOVEL RESPIRATORY ISOLATION DURING UNIVERSAL MASKING

Perform Donning **in the Hallway**, prior to entering the room.

### 1. REMOVE UNIVERSAL MASK:

- Use hand sanitizer to clean hands
- Remove mask by grasping ear loops of the mask and pulling away from face. Discard mask and clean hands.
- If extending use of N95, check fit and skip to step 3



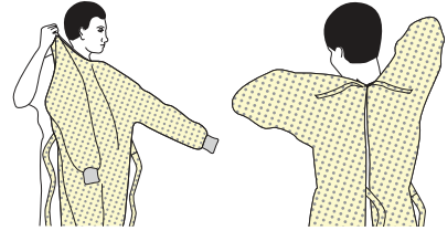
### 2. N95 RESPIRATOR:

- Avoid touching inside of N95 except with clean hands
- Secure elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



### 3. GOWN:

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Secure gown at back of neck AND waist



### 4. EYE PROTECTION:

- Face Shield required
- Place over face and adjust to fit, ensuring eye coverage



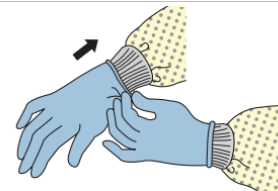
### 5. HAND HYGIENE:

- Use hand sanitizer to clean hands



### 6. GLOVES:

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves between patients and if torn or contaminated
- Perform hand hygiene

ADAPTED FROM:





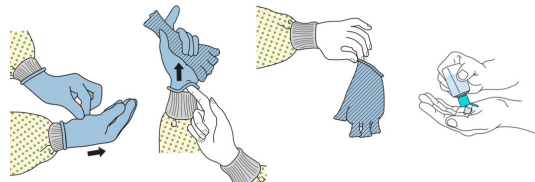
## DOFFING- HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) NOVEL RESPIRATORY ISOLATION DURING UNIVERSAL MASKING (WASHABLE GOWNS)

- Remove Gown and Gloves in the *patient room or anteroom*.
- Remove Face Shield and N95 in the *Hallway*. These steps also apply when doffing after N95 Extended Use.
- Safe removal of PPE is essential to preventing contamination of clothing, skin, or mucous membranes with potentially infectious materials. External surfaces of PPE are considered contaminated. Handle with care and clean hands if contaminated.

### Remove PPE in the following sequence:

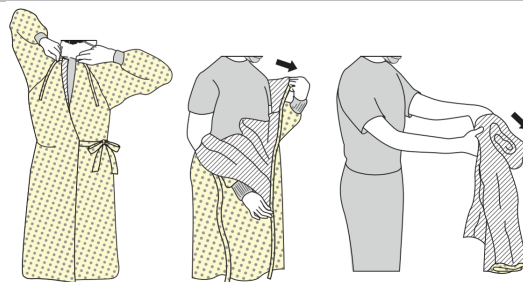
#### 1. In Room/Anteroom: REMOVE GLOVES:

- With a gloved hand, grasp the palm area of the opposite glove, peel off first glove, and hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container
- Use hand sanitizer to clean hands before continuing



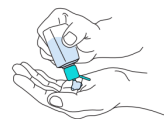
#### 2. In Room/Anteroom: REMOVE GOWN:

- Unfasten gown, ensuring sleeves don't contact body
- Grasp inside of gown at neck and shoulders and pull down and away, turning gown inside out
- Fold or roll into a bundle and place in soiled linen receptacle



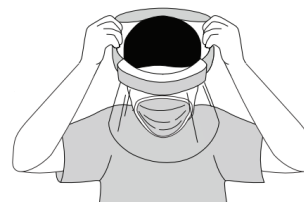
#### 3. In Room/Anteroom: HAND HYGIENE:

- Use hand sanitizer to clean hands
- Don clean gloves for removal and cleaning of face shield (gloves not required if discarding face shield)



#### 4. In Hall: REMOVE FACE SHIELD:

- Remove face shield by grasping at the back and lifting headband upward, avoiding contact with front of face shield
- Using an approved disinfectant, wipe external surfaces of face shield and place on a clean surface to dry
- An alcohol wipe can be used to remove residue, if needed
- Discard face shield if damaged or visibility is obscured
- Remove gloves per Step 1 (if applicable) and clean hands



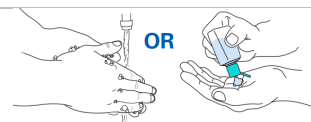
#### 5. In Hall: REMOVE N95:

- Extended use is permitted for clean, uncontaminated N95s if fit is maintained and worn <12 hours; if N95 is removed it must be discarded
- Grasp bottom elastic of N95, then grasp top elastic, and pull upward off head, avoiding contact with front of N95



#### 6. In Hall: DON UNIVERSAL MASK:

- Wash hands or use alcohol-based hand sanitizer
- Don new, well-fitting mask



Follow "Personal Protective Equipment Extended Use Guidance" and Discard When Appropriate

## Novel Respiratory Isolation-Room Setup Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Unit: \_\_\_\_\_

Complete (date/time/ initials)	Component
	Make sure the room is negative air pressure, <u>if needed</u> (Facilities Management has checked the room and a green sticker is on door jamb)
	Obtain “Novel Respiratory Isolation” cart from Material Services
	Post a “Novel Respiratory Isolation” sign outside the room and/or on the anteroom /entry door
	Donning/doffing instructions (2 pages) are posted inside the anteroom and/or outside the room-entry door
	Tall trash receptacle is placed outside the room with clear liner
	Tall trash receptacle is placed in the anteroom with clear liner

*Checklist is intended to assist in room setup for patients requiring Novel Respiratory Isolation. Recordkeeping decisions should be made in accordance with unit leadership.*

*Novel Isolation Room Setup Checklistv3*



## Novel Respiratory Isolation-Shift Room Checklist

Date: \_\_\_\_\_

AM or PM (circle one)

Complete	Component	Notes
	Review par level of “Novel Respiratory Isolation” cart against the inventory list	Order and stock supplies as needed
	Check patient room to ensure adequate supplies and frequently used patient items are ordered for the shift	Goal of limiting trips into the patient room
	Identify a colleague to help with tray passing, trash/linen removal, errands, PPE doffing observation, etc. as needed	Two people required
	Communicate/assist/coach ancillary staff and physicians when entering room and donning/doffing	To reduce risk of contamination and/or transmission

Date: \_\_\_\_\_

AM or PM (circle one)

Complete	Component	Notes
	Review par level of “Novel Respiratory Isolation” cart against the inventory list	Order and stock supplies as needed
	Check patient room to ensure adequate supplies and frequently used patient items are ordered for the shift	Goal of limiting trips into the patient room
	Identify a colleague to help with tray passing, trash/linen removal, errands, PPE doffing observation, etc. as needed	Two people required
	Communicate/assist/coach ancillary staff and physicians when entering room and donning/doffing	To reduce risk of contamination and/or transmission

*Checklist is intended to assist in room setup for each shift for patients requiring Novel Respiratory Isolation. Recordkeeping decisions should be made in accordance with unit leadership.*