# Novel Respiratory Isolation Cart Packet

## Component

| □ | Novel Respiratory Isolation Sign |
| □ | “How to create a work order to change and document Negative Pressure Isolation room” |
| □ | Sign-in Sheet |
| □ | Donning/Doffing Instructions |
| □ | Room Setup Checklist |
| □ | 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

STOP

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

CLEAN HANDS
GOWN
N95/FACE SHIELD
OR
PAPR
GLOVES

¹Continuous 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 Transmissable Disease)

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3)</td>
<td>Sign in using your usual “Windows” user name &amp; password.</td>
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<tr>
<td>4)</td>
<td>Select “Convert Room to ATD...” or “Return Room to Normal...”</td>
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<tr>
<td>5)</td>
<td>Select “Hospital Location” from selection...</td>
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<tr>
<td>6)</td>
<td>Select “Floor” – NOTE: Only ATD-capable rooms are shown!</td>
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<td>7)</td>
<td>Select room to convert - rooms in use are gray’ed out &amp; unavailable.</td>
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<tr>
<td>8)</td>
<td>Verify the room is correct, select “Submit Work Order” and you are on your way...</td>
</tr>
</tbody>
</table>

### Selecting Floor/Room

- **LONG HOSPITAL**
- **Moffitt Hospital**

### Work Order Details

#### Convert to ATD

**Building:**
- Long Hospital

**Floor:**
- 664
- L664
- 664 ATD

**Room:**
- 06
- 09
- 10
- 11
- 12
- 13
- 14
- 15

**Desc:**
- Convert Room to ATD. Install air scrubber if required, then verify permanent negative pressure status.

#### Convert to Normal

**Building:**
- Long Hospital

**Floor:**
- 08
- 09
- 06

**Room:**
- 669
- 669
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]
Room Entry Log

**INSTRUCTIONS:**
1. Each person entering this room must sign in once per shift
2. Start a new log at 7 a.m. daily (or when log is full)
3. Fax previous log to Occupational Health Services @ 415-353-7769
4. Contact the Unit Charge Nurse with any questions

<table>
<thead>
<tr>
<th>Patient MRN:</th>
<th>Room #:</th>
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<table>
<thead>
<tr>
<th>Print Name (First and Last)</th>
<th>Personal Contact Phone #</th>
<th>Date</th>
<th>Time in</th>
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<tbody>
<tr>
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Please fax Logs to Occupational Health Services *Daily* at 415-353-7769

Novel Respiratory Isolation Packet- 7/2020
# Novel Respiratory Isolation with Reuse of N95 and Eye Protection

## Donning- Sequence for Putting on Personal Protective Equipment (PPE)

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

If reusing PPE, ensure PPE is clean and intact prior to donning, and minimize handling of PPE to reduce contamination potential.

1. **HAND HYGIENE:**
   - Use hand sanitizer to clean hands

2. **GOWN:**
   - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   - Fasten ties at back of gown

3. **N95 RESPIRATOR:**
   - Avoid touching inside of N95 except with clean hands
   - Secure elastic bands at middle of head and neck – do not cross the straps
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

4. **HAND HYGIENE:**
   - Use hand sanitizer to clean hands

5. **EYE PROTECTION:**
   - Face Shield required
   - Place over face and eyes and adjust to fit

6. **HAND HYGIENE:**
   - Use hand sanitizer to clean hands

7. **GLOVES:**
   - Extend to cover wrist of isolation gown

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**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:* [CDC](https://www.cdc.gov)
**NOVEL RESPIRATORY ISOLATION WITH REUSE OF N95 AND EYE PROTECTION**

**DOFFING - HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Remove Gown and Gloves in the *patient room or anteroom*.
- Remove Face Shield and N95 in the *Hallway*. The below steps also apply when doffing after Extended Use.
- Safe removal of PPE is essential to preventing contamination of clothing, skin, or mucous membranes with potentially infectious materials.

### Remove PPE in the following sequence:

1. **In Room/Anteroom: REMOVE GOWN AND GLOVES:**
   - Consider gown front and sleeves and the outside of gloves contaminated
   - If your hands get contaminated during gown or glove removal, immediately clean hands
   - Grasp gown in front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside-out into a small, tidy bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands
   - Place the gown and gloves into a waste container

2. **In Room/Anteroom: HAND HYGIENE:**
   - Use hand sanitizer to clean hands prior to removing remaining PPE

3. **In Hall: REMOVE EYE PROTECTION (FACE SHIELD):**
   - Consider outside of face shield contaminated
   - Don clean gloves
   - 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

4. **In Hall: REMOVE GLOVES AND HAND HYGIENE:**
   - 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 prior to removing remaining PPE

5. **In Hall: REMOVE N95 AND STORE PPE:**
   - Grasp bottom elastics of N95, then grasp top elastics, and pull upward off head, avoiding contact with front of N95
   - Store N95 and face shield labeled, in a clean, dry location

6. **In Hall: CLEAN HANDS**
   - Wash hands or use alcohol-based hand sanitizer

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Follow “Personal Protective Equipment Extended Use and Reuse Guidance” and Discard When Appropriate
## Novel Respiratory Isolation-Room Setup Checklist

**Date:**____________  **Time:**_______  **Unit:**________

<table>
<thead>
<tr>
<th>Complete (date/time/initials)</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Make sure the room is negative air pressure, <em>if needed</em> (Facilities Management has checked the room and a green sticker is on door jamb)</td>
</tr>
<tr>
<td></td>
<td>Obtain “Novel Respiratory Isolation” cart from Material Services</td>
</tr>
<tr>
<td></td>
<td>Post a “Novel Respiratory Isolation” sign outside the room and/or on the anteroom /entry door</td>
</tr>
<tr>
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<td>Donning/doffing instructions (2 pages) are posted inside the anteroom and/or outside the room-entry door</td>
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<td>Sign-in sheet is placed on the hall side of the anteroom or entry door</td>
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<td>Tall trash receptacle is placed outside the room with clear liner</td>
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*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 Respiratory Isolation-Shift Room Checklist

**Date:** ___________

**AM or PM (circle one)**

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<td>Order and stock supplies as needed</td>
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<td>Check patient room to ensure adequate supplies and frequently used patient items are ordered for the shift</td>
<td>Goal of limiting trips into the patient room</td>
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<tr>
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<td>Identify a colleague to help with tray passing, trash/linen removal, errands, PPE doffing observation, etc. as needed</td>
<td>Two people required</td>
</tr>
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<td></td>
<td>Communicate/assist/coach ancillary staff and physicians when entering room and donning/doffing</td>
<td>To reduce risk of contamination and/or transmission</td>
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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.