

**Coronavirus (COVID-19) In-Person Screen for Outpatient Visit  
Procedure for Clinical Staff**

**Please check with clinical leadership for current guidance**

There should be a **screeener or other designated/trained staff** at each practice entry point and a **designee from each practice** to retrieve patients with positive screens.

**\*\* If an Epic alert created from the pre-screen for COVID risk is present: \*\*  
IMMEDIATELY PROVIDE A MASK TO PATIENT & VISITOR  
CALL DESIGNEE TO ESCORT PATIENT TO ROOM**

- Screener will don the following PPE: respirator/ surgical mask, eye protection, gloves and gown (See donning instructions)
- Hand sanitizer will be readily available for use by the screener.

**PATIENT SCREENING**

At the first point of entry, the screener will **ask the following questions of the patient:**

1. Do you have any of the following symptoms?

FEVER	MUSCLE ACHES	DIFFICULTY BREATHING
COUGH	GENERALIZED WEAKNESS	SHORTNESS OF BREATH
SORE THROAT		

**If YES to any symptoms in question #1:**

**Promptly offer the patient a surgical mask to wear, then proceed to next question.**

2. Have you had close contact or exposure to someone who may have or is confirmed to have the Coronavirus 2019 (COVID-19)?

YES

NO

**If ANSWERS ARE YES TO QUESTION #2:**

- Promptly offer the patient a mask if they don't already have one.**
- Call the designated staff to escort the patient to the designated exam room.**
- If an exam room is not available, go to segregated "sick" area in the waiting room, spacing the patient at least 6 feet away from other patients. If not possible, leave in the main waiting area with a mask*

**If the patient answers NO to questions #1 AND #2, continue to registration.**

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**VISITOR SCREENING**

If a visitor is required to accompany the patient to facilitate care or treatment for the visit, **the screener will ask the visitor the following questions at the first point of entry to the practice:**

1. Do you have any of the following symptoms?

FEVER	MUSCLE ACHES	DIFFICULTY BREATHING
COUGH	GENERALIZED WEAKNESS	SHORTNESS OF BREATH
SORE THROAT		

**If visitor answers YES to any symptoms in #1:**

**Promptly offer the visitor a surgical mask to wear, then proceed to the next question.**

2. Have you had close contact or exposure to someone who may have or is confirmed to have the Coronavirus 2019 (COVID-19)?

YES

NO

**If visitor answers YES to question #2:**

Promptly offer the visitor a mask if they don't already have one and escort both visitor and patient to exam room.

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**DESIGNATED STAFF RESPONSIBILITY**

- MA or RN will **don proper PPE: respirator/surgical mask (if respirator not available) with eye protection, gloves, gown**
- Validate (confirm by repeating to patient/visitor) triage questions once the patient is in the exam room
- 1. Do you have any of the following symptoms?

FEVER  
COUGH  
SORE THROAT

MUSCLE ACHES  
GENERALIZED WEAKNESS

DIFFICULTY BREATHING  
SHORTNESS OF BREATH

**If visitor answers YES to any symptoms in #1:**

- Promptly offer the visitor a surgical mask to wear, then proceed to the next question.**
- 2. Have you had close contact or exposure to someone who may have or is confirmed to have the Coronavirus 2019 (COVID-19)?

YES	NO
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- Complete registration in the exam room
  - MA with registration access should complete if possible, otherwise complete by telephone, Epic printouts, etc.
- Notify provider that patient is ready to be seen and answered yes to at least one of the COVID-19 questions**
- If patient is in clinic for medical provider appointment, that provider will see the patient.
- If patient is in clinic for another appointment (SW, RN, pharmacist etc.), each practice should have a designated provider to do medical evaluation.

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**DESIGNATED STAFF RESPONSIBILITY**

- Trainee involvement should follow policy set forth by GME office.
- Clinical assessment to determine risk (below).
- Follow instructions in algorithm below.

**IF no symptoms, no travel or exposure history: negative screen (no risk)**

- Address needs in clinic as per usual.

**IF +symptoms AND/OR positive travel or exposure history, PATIENT IS COVID-19 Suspect**

- Address acute needs quickly in practice.

**Patient must wear surgical mask**

**Provider/clinical staff should don respirator/surgical mask,  
face shield or goggles, gown and gloves.**

- For clinics on Epic, document outcome using the **COVID19EXPOSUREINCLINIC** SmartText. A positive response to COVID- 19 risk in the SmartText will trigger the COVID alert banner.
- For patients being discharged home, advise home quarantine
  - see discharge instructions for COVID-19 and pull in **COVID19GUIDANCEFORSELF CAREATHOME** SmartText and review with patient).
- Notify local health department based on current recommendations for reporting/ testing.**
- Consider COVID-19 testing in designated locations if available and clinically indicated.
  - See COVID-19 Testing Algorithm and AMB COVID-19 Specimen Collection and Transport guidelines.

**PLEASE NOTE: Any staff collecting samples for COVID-19 testing should wear a respirator (N95 mask, PAPR or elastomeric respirator) in addition to face shield or goggles, gown, and gloves.**

- If patient needs ED care, call 911 *AND* notify EMS that PATIENT IS A COVID-19 Suspect pre-arrival (ED to coordinate any testing).
- Notify the ED at 410-328-9595 if the patient clinically requires radiology services. **UMPPA imaging services at 419 W. Redwood cannot accept COVID-19 suspect patients.**

**Employee Health:**

- Notify the employee exposure hotline at 800-701-9863 if confirmed/suspected COVID-19 is employee of UMB/UMMC/FPI.

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**CLEANING RESPONSIBILITY**

Room Cleaning:

- Staff will don appropriate PPE (respirator/surgical mask, eye shield, gown and gloves) to limit potential exposure.
- Once COVID-19 Suspect patient leaves the room, wipe down room using Oxivir or other approved cleaning agent. The room will be available for use after cleaning.
- If nasopharyngeal testing was performed on the COVID-9 Suspect and the patient coughed or sneezed during or after the procedure while unmasked, room should be left empty for 30 minutes with the door closed and then wiped down using Oxivir or other approved cleaning agent before the next patient.