

COVID-19 Screening

1 Applies to

This Work Instruction applies to:

- COVID-19 Screening Nurse
- After Hours Hospital Coordinator
- Ward Team Leaders
- Ward staff
- All medical officers

2 Equipment, tools or software

- Thermometer

3 Hazards and risks

Possible Hazards /Risks	Safety Controls
Direct contact or exposure to COVID-19 case	PPE – gloves, gown, mask, social distancing

4 Detailed instructions

4.1 COVID-19 SCREENING STATION

- A COVID-19 screening station will be situated in the airlock at the main hospital reception between 0700 – 1700 Monday to Friday
- Between 1700 and 0100 weekdays and 0600 and 0230 Saturday and Sunday the After Hours Hospital Coordinator will perform all screening and will be stationed at the screening station from 0640 – 0700, 1410 – 1430 and 2210 – 2230.
- Between 0100 and 0700 Monday to Friday and 0100 and 0600 Saturday and Sunday the ward team leader will perform all screening at the ward nurses station.

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4.2 RESPONSIBILITIES OF DESIGNATED COVID-19 SCREENING NURSE

- Between 0700 – 1700 Monday to Friday position yourself at COVID-19 screening station
- ALL persons entering the hospital are to be screened using the screening tool (see Appendix A)
 - ***If person is cleared:*** provide a *SCREENED* sticker with the date written on it and advise them to perform hand hygiene as they enter the facility
 - ***If person is not cleared:***
 - ***For staff and visitors:*** provide appropriate *Temperature Advice card* (Appendix A) and let them know that they will not be able to enter the facility
 - ***For expected patients:*** provide person with a mask to wear and seat them in the airlock. Contact Director of Clinical Services (DCS) or After Hours Hospital Coordinator (AHC) to obtain a COVID-19 pack and request an additional human resource to assist with screening. COVID-19 screening nurse continues to care for a suspected case
 - ***Caring for suspected COVID-19 case:*** continue to provide supportive care as directed by the AHC, DCS or attending medical officer. Maintain contact tracing form.

4.3 RESPONSIBILITIES OF WARD TEAM LEADER

- Between 0100 and 0700 Monday to Friday and 0100 and 0600 Saturday and Sunday the ward team leader will perform all COVID-19 screening at the ward nurses station.
- ALL persons entering the hospital are to be screened using the screening tool (see Appendix A)
 - ***If person is cleared:*** provide a *SCREENED* sticker with the date written on it and advise them to perform hand hygiene as they enter the facility
 - ***If person is not cleared:***
 - ***For staff and visitors:*** provide appropriate *Temperature Advice card* (Appendix A) and let them know that they will not be able to enter the facility
 - ***For expected patients:*** provide person with a mask to wear and seat them in the airlock or appropriate room. Delegate a staff member to don full PPE and isolate person in the airlock.
 - Take COVID-19 emergency kit (in ward drug room) to airlock
 - Contact Medical Officer to assess patient
 - Contact DCS and follow further instructions

4.4 RESPONSIBILITIES OF WARD STAFF

- If asked to continue screening patients follow directions in 4.1 above.

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- **If asked to care for suspected COVID-19 case in airlock:**
 - Don appropriate PPE
 - Take suspected case to airlock or identified suitable room
 - Remain in the airlock
 - Perform initial set of vital signs
 - Maintain contact tracing record
 - Provide supportive care as directed by the Medical Officer

4.5 RESPONSIBILITIES OF AFTER HOURS HOSPITAL COORDINATOR

- At 0640 – 0700, 1410 – 1430 and 2210 – 2230 position yourself at the COVID-19 screening station
- ALL persons entering the hospital are to be screened using the screening tool (see Appendix A)
 - ***If person is cleared:*** provide a *SCREENED* sticker with the date written on it and advise them to perform hand hygiene as they enter the facility
 - ***If person is not cleared:***
 - ***For staff and visitors:*** provide appropriate *Temperature Advice card* (Appendix A) and let them know that they will not be able to enter the facility
 - ***For expected patients:*** provide person with a mask to wear and seat them in the airlock or appropriate room. Delegate a staff member to don full PPE and isolate person in the airlock or appropriate room.
 - Take COVID-19 emergency kit (in ward drug room) to airlock
 - Contact Medical Officer to assess patient
 - Contact DCS and follow further instructions
 - Enter incident on COVID-19 case entry register on Riskman
- **Outside the hours at the screening station:**
- ***If an expected patient is not cleared through the COVID-19 screening:***
 - Find an additional human resource to move the screening station to the DOSA airlock and continue screening
 - Take COVID-19 emergency bag to the airlock
 - Contact a Medical Officer to review the patient
 - Contact DCS
 - Identify a suitable room to manage the patient on admission
 - Notify and collaborate with ward staff regarding admission of COVID-19 case or refer to another facility as appropriate
 - Enter incident on COVID-19 case entry register on Riskman
- ***If expected case is confirmed:***
 - Notify Department of Health of confirmed case

4.6 RESPONSIBILITIES OF MEDICAL OFFICER ASKED TO ASSESS SUSPECTED COVID CASE

- Perform a COVID-19 swab as per SA Pathology guidelines
- Assess whether patient is appropriate for admission to CCDH or requires referral to another facility
- Direct nursing staff in delivery of patient treatments

5 Related Calvary Documents

- National Procedure COVID-19 Case Entry (Draft)
- CCDH Contact Tracking Form
- Temperature advice – all staff
- Temperature advice card – VMO, contractor, visitor
- Screening tool