

Checklist for Physician or Outpatient Clinic: Patient under Investigation for Novel Coronavirus 2019-nCoV  
(Suspect or Confirmed)

- Assess exposure history\* (see below).
- If positive, place surgical mask on patient and family. Explain need for assessment at a hospital facility (since no airborne rooms in outpatient clinics).
  - a. Instruct patient/family to keep mask on.
  - b. Direct patient/family back to their vehicle.
  - c. Instruct patient we will call them on phone with further questions and/or information.
  - d. Ask the patient their hospital preference.
  - e. Inform the patient that we will:
    - Contact the receiving hospital to coordinate care;
    - Find out where he/she will meet the receiving hospital personnel; and
    - Call them with this information above.(The patient/family should not enter the hospital prior to receiving this information.)
- Provider or Clinic Director will call the hospital before the patient arrival and find out where patient should meet hospital personnel.
- Educate/inform patient on where to meet hospital personnel via phone call PRIOR to arrival at hospital. (The goal is for the patient to meet hospital personnel at a predetermined location at the hospital instead of entering the hospital at any location). The patient and family will meet the receiving hospital wearing the surgical mask.
- If patient was in a room when the positive screening occurred, close room for at least 2 hours upon patient discharge and follow terminal cleaning and disinfection.
- Clinic Manager makes appropriate notifications including Infection Prevention.
- Clinic Manager Notifications:
  - Infection Prevention 901-412-3098
  - Receiving facility (make sure the patient knows which door to meet hospital associate)
  - Clinic Administrator
  - EVS (If patient in a private room, close for 90 minutes, disinfect any room or area with EPA approved disinfectant)

*\* Assess Exposure History*

1. In the past 14 days did the patient:
2. Have close contact with a laboratory confirmed 2019-nCoV patients?
3. Travel to:
  - China, Iran, Japan, South Korea
  - Most European countries
  - Los Angeles, CA, San Francisco, CA, Seattle, WA, or New York, NY

\* Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City; United Kingdom and Ireland: England, Scotland, Wales, Northern Ireland, Republic of Ireland

4. Perform clinical assessment: cough, fever or difficulty breathing?
5. Next steps: if patients has relevant exposure history/symptoms, then an assessment at a hospital indicated and follow steps above.