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. Do you have a COVID-19 test pending?

2. Has anyone in your household tested positive for COVID-19?

3. Perform clinical assessment: cough, fever or difficulty breathing?

Next steps: if patients has relevant exposure history/symptoms, then an assessment at a hospital indicated and follow steps above.