

Patient and Staff Tracking and Tracing- SH Visiting Nurse Association 11/06/20 0945

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Standard Work Activity Sheet		Author: Melissa Robbins, Tracy Alvesteffer, Ruth Brower, Alex Franz	Date: 8/27/20, 9/14/20; 11/6/2020
Step: 1	Purpose: COVID patient and staff tracking	Activity: Standardize process for COVID monitoring and notification of staff	

Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who
1.	<p>Admitting a COVID + Patient or Person under investigation (PUI)</p> <p>CTS team becomes aware of an active COVID patient or PUI referred for service and notifies VNA management.</p> <p>VNA leadership validates current COVID infection status and requests CTS to update the banner in the medical record as needed.</p> <p>Management adds the patient to the COVID patient tracking sheet under the correct column and notifies scheduling department of accepted COVID referral.</p> <p>If scheduling is the first to identify patient COVID or PUI status they will notify CTS and management to start the tracking process.</p> <p>Scheduling updates the patient's notes with COVID status and emails the admitting clinician to notify them of positive or PUI status and updates notes as changes occur.</p>	<p>Ensure appropriate parties are aware of positive status so appropriate PPE is utilized and unnecessary time in the home is minimized.</p> <p>Scheduling will cc the VNA Nurse Manager Supervisor inbox (for North or South) when emailing the admitting clinician:</p> <p>“You are assigned to admit the following patient who has tested COVID positive. Please communicate this with the care team after admission. Reach out to the supervisor team with any questions regarding the admission process to minimize your time in the home.”</p>	<p>CTS team, VNA management VNA Scheduling</p>

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	Review the COVID admission standard work as necessary.		
2.	<p>When an active patient becomes positive or PUI</p> <p>VNA team member notes that patient has developed symptoms or has been tested positive for COVID.</p> <p>Team member will notify VNA Management, patient is added to the appropriate area of the COVID patient tracking sheet.</p> <p>VNA management will notify the team of a possible COVID exposure and encourage team to continue following current protocol of screening for symptoms and wearing appropriate PPE as indicated by policy and patient symptoms.</p>	Promote transparency and awareness amongst the team to protect staff and VNA patients.	VNA management, field staff
3.	<p>When a staff member becomes COVID positive</p> <p>Staff member will tell VNA leadership they have symptoms and are being screened. If office assistant is informed of COVID symptoms or failed symptom screen, she will notify supervisors for them to follow up with the affected team member.</p> <p>Supervisors will notify office assistant to log time off from the COVID cost center for pay while off work.</p> <p>Office assistant logs clinician on staff illness/symptom tracking log per general call-in standard of work.</p> <p>Supervisors will reach out to scheduling to clear clinician schedule and help plan coverage if necessary.</p>	Supporting staff and protecting patients in the event of staff illness.	VNA leadership, field staff, office assistant

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	<p>Once staff member is aware of test results a return to work plan will be initiated depending on symptoms according to Spectrum Health policy.</p> <p>Health Department is notified by SH system and will follow up with tracing and notification to members of the community.</p>		
4.	<p>Supervisors will obtain a list of patients the employee has seen at least one day prior to symptoms or + test results (unless PHD requests a specific date)</p> <p>a. Verify with the PHD Involved:</p> <ul style="list-style-type: none"> i. What constitutes an exposure in their area (mask or no mask, etc.) ii. Who will be connecting with VNA Patients exposed (VNA or PHD) 	<p>Follow SH guidelines for staff returning to work post COVID +</p> <p>NOTE: If PHD notifies patients, VNA will follow up with additional support and education to patient and family if still on service.</p>	