



Instructions for Staff Completing the Patient/Visitor Infection Control Screen

- Please read these instructions carefully and review all forms.
- Please read the back of the form as soon as you receive it, so you are aware of the guidelines to be followed when completing the form.
- The interviewer must complete the Patient/Visitor Infection Control Screen form provided. This form must be completed in its entirety.
- All phone contacts at PROMISE, TASC, Crisis (when possible) and the Bridge Clinics must complete an Infection Control Screen. This includes both calls coming in and going out **for any reason**.
- All clinic and community in person contacts at PROMISE, TASC, Crisis (when possible) and the Bridge Clinics must complete an Infection Control Screen.
 - If a community worker goes to meet someone at their home, or elsewhere in the community, it is important to maintain a distance of at least six feet and maintain universal hygiene precautions.
 - If the patient appears to have any symptoms consistent with COVID 19 (cough, shortness of breath, fever), follow the above precautions while telling the patient you are going to contact them by phone and leave the area immediately. Let a supervisor know about the situation immediately.

If the patient or visitor has any symptoms, you must advise them to call the Division of Public Health to be screened at 1-866-408-1899. They should follow all DPH recommendations and notify their own doctor.

- Provide the person screened with the informational handouts provided.
- If the person refuses to complete the form, document this on the form, along with the persons name. If they are attempting to enter the building and refusing to answer, ask them to wait and contact your supervisor.
- The form must be completed with every contact. The same patient does not need to complete a second screen within the same day, but after 24 hours, must be screened again.

Once the screening form is completed, it must be scanned and sent to Mary.Wise@delaware.gov. Programs should keep these forms on site. Each form will be reviewed by the Office of the Medical Director and assessed by infection control. If any further action is needed, you and your staff will be informed. -over-



Infection Control Protocol

Facility Lock Down Instructions

With good screening it is unlikely that a person will enter the building with symptoms. However, preparation is key.

- Make sure masks, gloves, and hand sanitizer are easily accessible and close to all building entryways.
- Create an abundance of personal protection equipment (PPE) baggies: Place 2 masks and 2 pair of gloves in a zip-lock baggie and keep on your person at all times.

If a patient, visitor or staff member who is already in the building, presents **cough, shortness of breath, fever, abdominal cramps, sore throat** the facility must follow the protocol outlined below.

- Calmly alert other staff members to the situation and ask them to cover your post and alert the supervisor.
- Use hand sanitizer.
- Open your personal zip-lock PPE baggie.
- Put mask and gloves on yourself.
- Introduce yourself to the patient and explain why you're wearing a mask and gloves.
- Ask the patient to also wear a mask and explain the reasons.
- Explain that we need to isolate the patient to prevent possible spread of their illness.
- Guide patient to designated isolation room or outside of building.
- Stay with patient.
- Call the Department of Public Health (DPH) **1-866-408-1899** and explain the situation.
- Follow DPH's recommendations.
- Contact the Office of the Medical Director by calling Dr. Sherry Nykiel (617-947-7434) once the patient is secured in the designated isolation room and DPH has been contacted.