

Essential Checklist for Ebola Response in Outpatient Facilities

Pima County Health Department
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This checklist tool is designed to identify key planning considerations that should be addressed as part of the plans and procedures intended to be utilized by healthcare system partners during their response to a suspected or confirmed case of Ebola Virus Disease within Pima County.

ADMINISTRATIVE CONSIDERATIONS

- Designate point of contact responsible for:
 - leading the Ebola response planning effort within the facility and providing internal updates for staff
 - communicating with Pima County public health officials
 - initiating protocol training and education for staff (i.e. tabletop and walkthrough exercises, refresher training, donning and doffing personal protective equipment (PPE))
 - ensuring competency with the clinical tasks and precautions listed in this checklist
 - procuring appropriate PPE and infection control supplies (i.e. EPA registered hospital disinfectants, single-use supplies)
 - list contact information for the point of contact

SCREEN

- Screening tool must document:
 - Travel history (last 21 days) to Sierra Leone, Guinea, Liberia or Mali and/or close contact with someone who has traveled there; **AND**
 - Presence of symptoms/signs suspicious for Ebola virus disease (EVD)

Early signs, non-specific	Gastrointestinal signs (3-5 days post fever)	Late signs (5-7 days post fever)
Fever Headache Muscle pain Weakness Fatigue Malaise Unexplained bleeding, bruising	Diarrhea Vomiting Stomach pain Nausea	Bleeding from eyes, ears, nose, mouth, rectum Organ dysfunction, failure

ISOLATE

Situation 1 - Positive in-person screen:

- Move patient to a pre-designated private isolation room with closed door
- Provide access to an adjacent designated private bathroom OR covered commode
- Report to Pima County Health Department

Visitor protocols:

- Anticipate the needs of any family member or visitor who accompanied the patient
- Mitigate risk to others by having suspect case enter isolation **alone**
- Document family member/visitor's name and contact information
 - Report to Pima County Health Department, who will follow up with the visitor
 - Alert Pima County Health Department if the visitor is a minor; or if the suspect case is a minor and needs to enter isolation with a parent/guardian

Situation 2 - Positive telephone screen:

- Document patient travel and symptom history
- Instruct patient to stay home and await further contact from Pima County Health Department
- Call Pima County Health Department for guidance

PROTECT

- Minimize the number of staff who interact with the patient
- Staff person(s) engaging in direct patient contact must use at least **minimum PPE** as soon as there is a suspect Ebola case:
 - a. Single-use/disposable fluid-resistant or impermeable gown that extends to at least mid-calf or coverall without integrated hood
 - b. Single-use/disposable full face shield and surgical face mask
 - c. Two pairs of gloves
- Refer to **OSHA PPE Selection Matrix for Occupational Exposure to Ebola Virus** for advice on appropriate PPE levels based on risk level of interaction → <http://www.ncttrac.org/Portals/0/NCTTRAC/Ebola/Products%20and%20Products%20Training/OSHA%20Fact%20Sheet%20-%20Ebola%20PPE%20Selection%20Matrix.pdf>
- Do **NOT** perform phlebotomy
- Ensure that staff has been trained on and uses **STANDARD, CONTACT, and DROPLET** procedures to prevent transmission of infectious agents → http://www.cdc.gov/hicpac/2007IP/2007ip_part3.html

REPORT

- Contact Pima County Health Department as soon as you confirm a patient's travel history and/or symptomology of possible EVD
- Keep regular records of patients and health care staff who may have had contact with suspect case in reception or another area- in the event of a confirmed Ebola case, these records may be needed for contact tracing

TRANSPORT

- Await and follow transport instructions from Pima County Health Department

- Instruct staff NOT to immediately refer suspect case to emergency room, hospital or other facility until Pima County Health Department has made this decision
- Transport will be non-emergent to mitigate risk to public, healthcare workers, and transport personnel
- Communicate with emergency management partners before arrival if they are called into the facility

MANAGE WASTE and DECONTAMINATE

- Immediate waste removal and environmental cleaning will be at the facility level with advanced operations coordinated through a local vendor
 - Arrange for advanced environmental mitigation services through the Pima County Office of Emergency Management and Homeland Security
- Ensure that environmental services and cleaning personnel are familiar with current hazardous waste disposal guidelines (including PPE – see OSHA PPE Selection Matrix), internal procedures and contacts
- Review standard environmental cleaning procedures and waste management guidelines → <http://www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html>
<http://www.cdc.gov/vhf/ebola/hcp/medical-waste-management.html>
- Do NOT reuse any equipment until properly cleaned and disinfected
- Sanitary sewers may be used for the safe disposal of patient waste