

Process: COVID-19 MHC Standard Work for Mobile Collection | [INSERT LOCATION]

Staff Involved: Provider Offices, Collector, Laboratory, and Registration

Date: 3/19/20 12:06p

Purpose: To reduce risk of exposure to COVID-19 during COVID-19 specimen collection.

Step	Who/Time	Process Explained:
1	Provider at Office	Confirm patient meets all PUI Case Report Form criteria per <b>MHC Ambulatory Guidance Standard Workflow</b> .  <i>NOTE: This can be done via physical exam or phone encounter.</i>
2	Provider at Office	Complete PUI Case Report Form, and signed lab requisition.  <i>NOTE: Lab requisition should include an order for Influenza A &amp; B and write-in "COVID-19" under miscellaneous testing or use pre-filled out Lab requisition form. (Orders accepted from MHC and non-MHC providers.)</i>
3	Provider at Office	Contact MDHHS COVID-19 Hotline at 888-277-9894 to obtain PUI number (open 24h x 7d).  Document PUI number on the PUI Case Report Form.
4	Provider at Office	Fax all PUI forms, with PUI number, to the Health Department of patient's residence. Fax: [INSERT LOCAL HEALTH DEPARTMENT FAX NUMBER]  Fax all PUI forms, with PUI number, and signed lab requisition to the mobile collection site. Fax: [FAX NUMBER HERE]  [INSERT MOBILE COLLECTION SITE HOURS OF OPERATION, LOCATION, FAX & PHONE HERE]
5	Provider at Office	Contact the Mobile Collection Site for specific instructions.  Phone: [PHONE NUMBER HERE]  [INCLUDE MOBILE COLLECTION SITE SPECIFIC INSTRUCTIONS HERE]
6	Patient at Mobile Collection Tent	Patient arrives at Mobile Collection Tent, remains in vehicle, and calls hotline phone number to alert staff of arrival.
7	Collector at Mobile Collection Tent	Register patient using required PPE: [INSERT YOUR REGISTRATION PROCESS HERE] <ul style="list-style-type: none"> <li>• Surgical Mask</li> <li>• Face Shield</li> <li>• Gown</li> <li>• Single Gloves</li> </ul>

Step	Who/Time	Process Explained:
8	Collector at Mobile Collection Tent	Obtain appropriate specimen labels <ul style="list-style-type: none"> <li>• NCOR=XX</li> <li>• FLUAB=MI</li> </ul> <p><b>NOTE: Due to limited supply, do not order RSV; Rapid FLU can be used</b></p>
9	Collector at Mobile Collection Tent	Prepare specimen collection supplies in collection tray: <ul style="list-style-type: none"> <li>• COVID-19 Collection Kit</li> <li>• Tissue Paper</li> <li>• Emesis Bag</li> <li>• Tongue Depressor</li> </ul> Specimen Bag –place all corresponding paperwork in front pocket of specimen collection bag.
10	Collector at Mobile Collection Patient Vehicle	Using required PPE: move to patient’s vehicle and perform two patient identifiers (name, date of birth), specimen collection, and labeling in the presence of the patient. <p><b>NOTE: See Specimen Collection Instructions in collection kit for more information on collection technique.</b></p>
11	Collector at Mobile Collection Patient Vehicle	Provide <b>Discharge Instructions</b> and information that: provider will contact patient with results, and Health Department will contact patient with self-quarantine information.
12	Collector at Mobile Collection Tent	Double bag specimen, wipe down with bleach observing 4-minute dwell time, and place in cooler. Maintain specimen in biohazard-labeled cooler until courier pickup. <p><b>NOTE: It is important that the specimen is refrigerated immediately after collection.</b></p>
13	Collector at Mobile Collection Tent	Remove PPE and dispose of properly. <ul style="list-style-type: none"> <li>• Remove gloves and dispose in biohazard</li> <li>• Perform hand hygiene</li> <li>• Reapply new gloves</li> <li>• Remove face shield and wipe down with bleach, set out to dry</li> <li>• Wipe down cart with bleach wipe</li> <li>• Remove gown and dispose in linen bin</li> <li>• Remove gloves and dispose in biohazard</li> <li>• Perform hand hygiene</li> <li>• Remove mask and dispose in biohazard</li> </ul>
14	Registration	Complete registration.
15	Transport	Specimens maintained in biohazard-labeled cooler until courier pickup. Transport to Local Entity Lab, to be sent out for testing.