Standard Operating Procedure
Intake Process Workflow (Covid-19)
DeKalb County Sheriff Office

I. Subject: COVID Intake Process at DeKalb County Jail

II. PURPOSE: This policy is intended to ensure that there is a comprehensive institutional program that includes surveillance, prevention, and control of communicable disease.

III. REFERENCE: NCCHC J-B-02

IV. EFFECTIVE DATE: Phase II- 11/17/2020

V. PROCEDURE

Intake Screening Process

1. Patient presents to the outside sally port for pre admission screening.

2. Staff member will wear a KN-95 or N-95 mask and a face shield to conduct screen.

3. Patient screens **negative** on the Covid- 19 symptoms, per the established Wellpath COVID screening tool:

4. If patient taking medications or have a chronic care problems move to the 2 South East clinic for further evaluation

5. If patient has no medical issues or medications, then move to one of the quarantine units.

6. Once daily temperature and symptoms checks to be completed by the Infection Control Certified Medical Assistant. Patients with elevated temperatures will be immediately reported to the Main clinic provider. Additional fluids (Gatorade) will be offered twice per day. Additional vitamin supplements may be ordered by the provider.

    Staff conducting patient care will wear a KN-95 mask or N-95, along with a solid face shield.

7. The Infection Control nurse is responsible to ensure checks are completed and documented on. Alterations in this workflow are to be reported to the Health Services Administrator and or Director of Nursing.

8. At day 10 of patient stay, (while in quarantine) a Covid test will be collected and sent to the lab for processing

9. At day 12-13 the Infection Control nurse will arrange with the provider or Infirmary RN to clear patients from quarantine. Ensure documentation is in ERMA. A communication email is sent to the Healthcare Manager, Dental vendor and Mental Health vendor, alerting them of the clearance from quarantine status.

10. Day 14 the Infection Control nurse will notify the Health Services Administrator and Director of Nursing of the ending of quarantine status.

11. Day 15 DKSO custody staff will move patients cleared from quarantine to general population, unless otherwise specified by medical.

Intake Screening Process

1. Patient presents to the outside sally port for pre admission screening.

2. Staff member will wear a KN-95 or N-95 mask and a face shield to screen. Patient screens **Positive** on the COVID-19 symptoms, per the established Wellpath COVID screening tool:

3. Intake RN to verify positive findings and notify provider from the 2 South East clinic (day) or the main clinic (night) to come down to sally port to evaluate. If the facility has a negative pressure room available, patient may be accepted into the facility. If no negative pressure area is available for housing, patient may be diverted to the local hospital (typically Grady)

4. If accepted into the facility, patient is masked immediately brought to the Infirmary and placed in the Infirmary in a negative pressure room. Patient's room will be identified with type of PPE Needed to open or enter room.

5. Infirmary nurse will notify shift command staff and the RN supervisor of admission of a COVID "suspect" patient.

6. Intake Screening is completed by the Infirmary Nurse within the established time frames.

7. The Infection Control nurse will begin a contact tracing and provide the information to the Health Services Administrator (HSA) and or Director of Nursing (DON). Contact tracing will be a priority and completed without delay.

wellpath
To hope and healing.

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a. Infection Control Nurse will supply the Site Medical Director and Regional leadership team, DKSO and the Department Of Health, if warranted with contact investigation information, again this should be without delay.
b. When the Infection Control nurse is not available the administrator on-call will be responsible for ensure the contact tracing is complete and communication is shared.

8. Patients will be tested for covid on day 10 of stay in the facility. Positive test will be reported to the Department of Health immediately, along with contact tracing and identification of any additional contacts requiring testing.

9. Patients will have temperatures checked each day while in quarantine. Patients with symptoms of covid will be offered additional hydration of Gatorade on the twice per day basis.

Medical staff will clean their work station between each patient contact, using cavi wipes. All medical equipment with be cleaned between patient use.

Phones/ computers / fax machines/ desk will be cleaned at least hourly.