Outpatient Office Guidelines for COVID-19
Reminder: All patients with respiratory symptoms require Droplet Precautions.
Last updated June 12, 2020 at 11:45 AM EST

1 Registration Staff - IDENTIFY PATIENTS (SCREENING)

<table>
<thead>
<tr>
<th>ASK PATIENT</th>
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<tbody>
<tr>
<td>- Do you have new onset of any <strong>TWO</strong> of the following symptoms: fever, cough, sore throat, shortness of breath, muscle aches, diarrhea or headache?</td>
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<tr>
<td>- OR -</td>
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<tr>
<td>- Do you have <strong>ONE</strong> of the above symptoms <strong>AND</strong> exposure to a person confirmed to have COVID-19, live in a long term care facility (e.g., nursing home, skilled nursing facility, assisted living, rehabilitation unit), referred from a correctional facility or are a resident of a homeless shelter?</td>
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<tr>
<td>- OR -</td>
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<td>- Do you have new, unexplained loss of taste or smell?</td>
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<tr>
<td>- OR -</td>
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<tr>
<td>- Have you had a positive COVID-19 test within the past 10 days?</td>
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</table>

**YES** to any of the questions

**NO** to all of the questions

**TAKE ACTION**

1) Give the patient a mask and show them how to put it on.
2) Immediately go to section 2.

2 ISOLATE PATIENT IF SCREENING IS POSITIVE

Complete the following steps immediately:
1) Ensure the patient is wearing a mask.
2) Place the patient in a private room and provide information about isolation. If necessary, they may remove the mask once in a private room. Ensure the patient has a way to communicate (e.g. call bell, cell phone, etc.).
3) Close the door and place a "DO NOT ENTER" sign.
4) If the patient is clinically stable, staff must remain outside the room. Avoid entering the room and do not open the door.
5) Inform the patient’s ambulatory provider. The provider will determine the need for COVID-19 testing (see section below).

**NOTE:** During a medical emergency, all staff entering the room must wear PPE. For emergencies, call 911 or your normal contact for emergencies. Inform them the patient may be under investigation for COVID-19.

![Gloves](image1)
![Fluid resistant gown with thumb loops](image2)
![Second pair of gloves](image3)
![Surgical mask with face shield](image4)

3 Provider - Consider if COVID-19 Testing is Indicated

For the COVID-19 Testing Algorithm for Ambulatory Clinics, scan the QR code.

https://intranet.insidehopkinsmedicine.org/heic/_docs/2019-nCoV_testing_algorithm.pdf

If the patient requires medical care, notify and transfer the patient to the ED.

**STOP SCREENING**

Stop the screening process