

STANDARD of WORK FOR: Swabbing Asymptomatic Exposed Team Members	
POSITION: Team members with training in PPE Use and Covid nares swabbing techniques	
ENTITY: <input type="checkbox"/> CMHC <input checked="" type="checkbox"/> CMMC <input type="checkbox"/> CMMG <input type="checkbox"/> BRIDGTON HOSPITAL <input type="checkbox"/> RUMFORD HOSPITAL <input type="checkbox"/> BOLSTER HEIGHTS <input type="checkbox"/> RUMFORD COMMUNITY HOME <input type="checkbox"/> ELSEMORE DIXFIELD <input type="checkbox"/> SWIFT RIVER FAMILY MEDICINE FAMILY MEDICINE	
AUTHOR: System Director of Infection Prevention	ORIGINATION DATE: 9/23/2021
TRIGGER: Covid Swabs, Symptomatic	COMPLETED: Yes

Swabbers must be trained in PPE use and swabbing techniques.

Swabbers must undergo annual fit testing to wear an N95 respirator or be provided with a CAPR and instructions for use.

STANDARD PROCESS STEP	DESCRIPTOR	NOTES	TIME
1. Team member is identified by Infection Prevention and/or Occupational Health as meeting criteria for exposure to COVID-19 and is referred for PCR testing on or around Day 5 of exposure.	All team members reporting to the PPTC (Pre-procedure Testing Center) shall be asymptomatic at the time of swabbing.	Team members not identified by IP or Occupational Health as requiring exposure testing will not be processed.	
2. Team member is directed by IP/Occ Health to report to the PPTC during business hours. If any symptoms declare themselves, the team member is to let Occ. Health/IP know	IP/Occ Health to call PPTC Registration at x4916 and provide the team member's full name, dob, and sex for pre-registration. Outside of the hospital, call 795-2670 and hit option #2 to leave a message for registration to occur on the next business day.	Operational hours: M-F 8:00 AM- 16:30 PM	

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and get tested immediately in the designated team member symptomatic testing area.	Registrar has instructions of how to perform process of team member registration separately from patient registration.		
3. Swabbers must don full PPE; N95 respirator/CAPR, eye protection (full face shield), gowns, and gloves	PPE can be maintained on the swabber if performing successive swabbing with only hand hygiene and glove changes between specimen collection OR if the swabber has to leave the decon area for any reason, PPE will be removed and discarded.	Follow all guidelines and policies for PPE usage.	
4. Swab the team member using the available kits and instructions	<ol style="list-style-type: none"> 1. Place the tube in a biohazard transport bag with appropriate paperwork placed in the outside pocket. Seal 2. Perform hand hygiene 	<p>After swabbing, asymptomatic team members may return to work.</p> <p><i>All follow up calls to be made to Occupational Health or Infection Prevention, <u>not</u> the lab directly.</i></p>	
5. Swabber completes form with all information necessary for lab to order and process specimen.	Date, First and Last Name of the Team Member, Date of Birth, Sex, check off location where the swabbing took place. All swabs performed on exposed, but asymptomatic, team members will be sent out for processing.	Place form in the outside pocket of the biohazard bag to accompany the labelled specimen. Form and specimen labelling must match.	
6. Swabber to provide team member written instructions to follow up with the results of testing by accessing the patient portal (myHealthLink) as soon as resulted.	<p>Team Member contacts Occupational Health or Infection Prevention with results:</p> <p>If positive: determine next steps and return to work date</p> <p>If negative, they may continue to work using all preventive directions in place.</p>		
7. When specimen received, lab orders test on team member already pre-registered in the system.			

REVIEW/APPROVAL SUMMARY

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SUPERSEDES:	
REVIEW/REVISION DATES <i>(dates in parentheses include review but no revision):</i>	
APPROVAL BODY(IES): Incident Command	APPROVAL DATE: 10/5/2021

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