

The purpose and intent of this document is to provide a template for the use of hospital administration and planning personnel to identify and communicate key elements of the policy and procedures for screening, identification and initial management of a suspected Ebola patient. This document is not to be considered guidance and is intended to be used as a tool for hospital administration and planning personnel to assist in the effective preparation for, implementation and execution of facility Ebola response plans. Components are listed in alphabetical order for easy reference.

# TOPICS

**Access to Patient Room**

**Designate Patient Location for Evaluation**

**Ebola Virus Disease Consultation Record and ADPH notification**

**Employee Training**

**Environmental Services**

**Identify hospital and ADPH contacts**

**Laboratory Personnel**

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**Signage and Identification Materials**

**Visitors**

# RESOURCES

**Alabama Department of Public Health**

**Centers for Disease Control and Prevention**

# APPENDICES

### **Access to Patient Room**

Consider posting personnel at the door to the patient's room to ensure all persons entering the room are properly wearing appropriate PPE prior to entering the room and that PPE has been properly removed and hand hygiene performed upon exiting. A log of personnel entering and exiting the patient's room should be maintained.

Policy and procedures for monitoring of access to a patient room are located and will be periodically reviewed and maintained by

Compliance with policy and procedures will be ensured by

Patient room access logs will be submitted \_\_\_\_\_ to

Breaches of access policy or procedure, infection control or other issues of non-compliance will be immediately reported to

### **Designate Patient Location for Evaluation**

A suspected Ebola patient must be isolated in a private room with a private bathroom and closed door. Use only a mattress and pillow with plastic or other covering that fluids cannot get through. Do not place patients with suspected or confirmed Ebola virus infection in carpeted rooms and remove all upholstered furniture and decorative curtains from patient rooms before use.

Suspected Ebola patients will be immediately located in

### **Ebola Virus Disease Consultation Record and ADPH notification**

Confirmed or suspect cases of any viral hemorrhagic fever, including EVD, **MUST** be reported immediately to the **Alabama Department of Public Health (ADPH)** and is required under Title XXII of the Code of Alabama.

Complete the ADPH Ebola Virus Disease Consultation record, submit the completed form via fax to 1-334-206-3734 or email to ***cdfax@adph.state.al.us*** and **call ADPH at 1-800-338-8374**.

The ADPH Ebola Virus Disease Consultation Record will be completed by

The ADPH Ebola Virus Disease Consultation Record will be submitted to ADPH by

immediately upon completion. ADPH will be notified by telephone by

immediately upon submission of the ADPH Ebola Virus Disease Consultation Record. Hospital contacts for ADPH communication will be provided to ADPH at time of notification:

**Primary:**

**Alternate:**

**Secondary:**

**Main contact number:**

**Employee Training**

Employees should be trained on the recognition of Signs and Symptoms of Ebola and Risks. Employees should be familiar with the current Ebola case definition, screening criteria, notification procedures, specimen collection, transport testing and submission.

**Environmental Services**

Ensure that Environmental Services and cleaning personnel are aware of current guidelines, internal procedures and contacts.

**Identify hospital and ADPH contacts**

<b>ACTION</b>	<b>DEPARTMENT</b>	<b>NAME</b>	<b>PHONE</b>	<b>ALTERNATIVE</b>
<b>Notify Health Department – Suspected Case Identified</b>	<b>Alabama Department of Public Health</b>	<b>Epidemiology Division</b>	<b>1-800-338-8974</b>	<b>Fax: 334-206-3734</b>
<b>Notify Administration – Suspected Case Identified</b>				
<b>Notify Laboratory – Suspected Case Identified</b>				
<b>Notify Infection Control – Suspected Case Identified</b>				

## **Laboratory Personnel**

Ensure that laboratory personnel are aware of current guidelines, internal procedures and contacts.

## **Personal Protective Equipment (PPE)**

Healthcare workers evaluating and interacting with a suspected Ebola patient must properly wear PPE for standard, contact and droplet precautions. The appropriate PPE must be readily available so that it may be donned immediately when a suspected patient is identified.

### **Ebola PPE kits will each contain, at a minimum:**

- Gown (fluid resistant or impermeable)
- Facemask
- Eye protection (goggles or face shield)
- Gloves
- Disposable shoe covers
- Leg coverings

Ebola PPE kits to be used upon identification of a suspected Ebola patient are located at the following:

No less than \_\_\_\_\_ of Ebola PPE kits will be maintained at each location. The availability of Ebola PPE kits will be verified \_\_\_\_\_ by \_\_\_\_\_  
Posters demonstrating proper donning and doffing of Ebola patient PPE will be placed prominently in triage areas and on the door of the room in which the suspected Ebola patient is isolated.

## **Screening Procedures**

All triage staff will receive training on screening and notification procedures. At the beginning of each shift, \_\_\_\_\_ will confirm that triage staff are aware of and practicing the current procedures.

Screening and notification procedures will be reviewed \_\_\_\_\_ by \_\_\_\_\_ to ensure they are consistent with the current CDC and ADPH guidance. Clarifications of or questions regarding current guidance should be directed to \_\_\_\_\_. The ADPH Ebola Virus Disease Screening Form will be prominently posted in all triage areas.

### **Signage and Identification Materials**

Clearly indicate that the patient is a suspected Ebola patient through, at a minimum, specific signage on the door to the room where the patient is located and notations in the medical record and identification bracelet.

A suspected Ebola patient will be identified by

A restricted entry sign indicating that a suspected Ebola patient is isolated will be placed on the door of the room in which a suspected Ebola patient is located.

Signage and identification materials will be located at

If additional materials are needed, contact

### **Visitors**

Visitors who have been in contact with the suspected Ebola patient before and during hospitalization are a possible source of exposure for other patients, visitors and personnel; therefore, visitor access to patient's room should be restricted. Visitors should not enter the patient's room except in cases where it is essential for the patient's well-being. Visitors approved for entry to the patient's room must be trained on proper wear of PPE and infection control policies and procedures. The proper donning and doffing of PPE and hand hygiene by visitors should be observed before entering and upon exit of the patient's room, and personnel should be present during the visit to ensure that no breaches of infection control occur. All visits must be logged.

Policy and procedures for review and approval of visitor requests are located

and will be periodically reviewed and maintained by

Compliance with policy and procedures will be ensured by

Visitor logs will be submitted \_\_\_\_\_ to

Breaches of visitor policy or procedure, infection control or other issues of non-compliance will be immediately reported to

# RESOURCES

## Alabama Department of Public Health

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General information: [www.adph.org/ebola](http://www.adph.org/ebola)

Healthcare Providers: <http://adph.org/ebola/Default.asp?id=6785>

ADPH Ebola Virus Disease Screening Criteria: [http://www.adph.org/ebola/assets/ADPH\\_EVD\\_ScreeningCriteria.pdf](http://www.adph.org/ebola/assets/ADPH_EVD_ScreeningCriteria.pdf)

ADPH Ebola Consultation Record: [http://www.adph.org/ebola/assets/AL\\_EVD\\_Consultation\\_Form.pdf](http://www.adph.org/ebola/assets/AL_EVD_Consultation_Form.pdf)

ADPH Ebola Self Monitor Chart: [http://www.adph.org/ebola/assets/Self\\_Monitor\\_%20Chart.pdf](http://www.adph.org/ebola/assets/Self_Monitor_%20Chart.pdf)

International Travel Poster: <http://adph.org/ebola/assets/AttentionPatientsInternationalTravel.pdf>

Ebola Fast Facts Flyer: <http://www.adph.org/ebola/assets/EbolaFlyer.pdf>

## Centers for Disease Control and Prevention

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General information: <http://www.cdc.gov/vhf/ebola/index.html>

Healthcare Providers: <http://www.cdc.gov/vhf/ebola/hcp/index.html>

Detailed Hospital Checklist for Ebola Preparedness:  
<http://www.cdc.gov/vhf/ebola/pdf/hospital-checklist-ebola-preparedness.pdf>

Algorithm for Evaluation of the Returning Traveler: <http://www.cdc.gov/vhf/ebola/pdf/ebola-algorithm.pdf>

Checklist for Patients Being Evaluated for Ebola Virus Disease in the US:  
<http://www.cdc.gov/vhf/ebola/pdf/checklist-patients-evaluated-us-evd.pdf>

Personal Protective Equipment Poster: <http://www.cdc.gov/vhf/ebola/pdf/ppe-poster.pdf>

# APPENDICES