Guiding Principles for QEII COVID Patient Transport:

1. Any route that is a designated COVID patient transport route or will see transport of COVID patients, must be clear of supplies and clutter in the hallway.
2. Patients being discharged are to be accompanied by nursing staff to the hospital exit. Equipment is to be immediately returned to the unit of origin for decontamination.
3. All patients are to wash hands prior to transport and wear a surgical mask for the duration of transport.
4. During any COVID transfer, one staff member is to be designated as ‘clean’ to operate any doors and touch surfaces, and ensure that the team will not cross over the path of a non-COVID patient enroute to destination.
5. Patients being transported from an inpatient unit or the Emergency Department to another unit/diagnostic area are to be wrapped in a clean sheet, tucked in around them.
6. Staff transporting are to wear appropriate PPE.
7. Summer Street Service Elevator #5 is to be used to transport all positive and presumptive COVID-19 patients at the Halifax Infirmary site, except for those who are intubated. Security will control the access to Summer Street Service Elevator #5 and must be notified (902–473–4894) when they are required to call the elevator ahead of any patient transfer requiring this elevator.
   a. The unit/department doing the transporting will be responsible for contacting security.
   b. Security will be the designated team member whose role will be to:
      • Operate the COVID designated elevator
      • Check hallway prior to the team offloading to ensure it is clear and that team will not cross over the path of a non-COVID patient.
      • Ensure the transfer team and patient are the only occupants in the elevator. No additional passengers.
      • Wear a mask and gloves while on the elevator
8. Transfer of intubated inpatient COVID patients is to follow the Intubated COVID Patient Transport process; staff are to wear appropriate PPE for intubated patients.
   - The Intubated COVID Patient Process utilizes Summer Street Service Elevator #1 or #2:
     o A designated team member or security will call the elevator with assigned key and is to restrict access while the elevator is required for COVID transfer.
     o The unit clerk or charge nurse of the transporting unit is to notify security that the elevator is being utilized (902–473–4894) and approximate duration required. Security will meet the transfer team at destination to control access to the elevator (ie: for CT elevator will need to be held until test complete).
o Once transfer is complete, security will page housekeeping (pager 1235) to terminally clean the elevator (stat request). Security is to stay with elevator #1 or #2 until housekeeping arrives.

o Once cleaned, the elevator is to be returned to regular service; Housekeeping will notify Security (902-473-4894) or the Patient Flow Manager (pager 2607) who will return elevator to service (stat request).

9. All equipment is to be cleaned after transport following the outlined process:
   a. Transfer patient to unit bed.
   b. Strip stretcher or wheelchair of any remaining linen and dispose in linen receptacle in patient room.
   c. Doff gloves only
   d. Wash hands
   e. Don clean gloves
   f. Wipe down stretcher/wheelchair/and any equipment with the provided sanitizing wipes located in patient room.
   g. Doff all PPE – gloves, gown, mask (receptacle bin located in each patient room)
   h. Wash hands
   i. Don clean gloves
   j. Exit room/unit
   k. Security will again escort on elevator #5
   l. Stretcher/wheelchair and equipment is to be returned immediately to sending department/unit/ambulance bay for full decontamination as per policy.

8th floor Halifax Infirmary

Patients arriving to 8.3 will take Summer Street Service Elevator #5 and immediately enter onto unit 8.3.

The designated COVID patient transport route for the 8th floor will follow the hallway adjacent to 8.3/8.4.

7th Floor Halifax Infirmary

At the present time there will be no COVID positive admissions directed to 7th floor units. If a patient, who is already admitted on the 7th floor, begins to exhibit symptoms, and is accepted to the 8th floor inpatient COVID unit, the sending unit is to follow the outlined process for utilizing Summer Street Service Elevator #5.
6th Floor Halifax Infirmary
The adjacent hallway between 6.1 and 6.2 should be maintained for non–COVID transport. Both COVID and non–COVID patients will be utilizing the hallway into Cath lab/CCU.

5th Floor Halifax Infirmary
The hallway adjacent to 5.1 leading to the OR should be designated as a non–COVID transport route, as well as the hallway in the inner core (offices/conference room 5168, dietary kitchen).
The remaining routes on the 5th floor will see COVID and non–COVID transport.

4th Floor Halifax Infirmary
All presumptive or confirmed COVID patients are to be escorted by staff via wheelchair or stretcher to their destination. All routes on the 4th floor could see COVID and non–COVID patient transport, Patients requiring elevator transport are to be transported in Summer Street Service Elevator #5 only.

3rd Floor Halifax Infirmary
Diagnostic Imaging are asked to avoid exiting through the doors facing 3IMCU to minimize risk of patient and staff cross over in the narrow hallway.
Patients being transported from the Emergency Department to Secondary Assessment Unit or COVID Inpatient Unit are to be transported follow the process for utilizing Summer Street Service Elevator #5.
For interfacility EHS transport to Halifax Infirmary COVID inpatient unit or Secondary Assessment Unit:

- The PTU bay adjacent to Pod 7 and 3IMCU is to be utilized. EHS will notify security (902-473-4894) that they will be arriving to the 3rd floor PTU bay (ETA to be provided by EHS).
- Security will act as the designated staff member to control all doors and designated elevator.
- The interior swing door will no longer open until the bay door(s) are closed in order to reduce the air flow and infection control risk from the bay into the building interior when bay doors are open.
- Security will control flow at the Pod 7/3 IMCU intersection to ensure no crossover of patients or staff.
- **Summer Street Service Elevator #5** is to be used to transport all positive and presumptive COVID-19 patients. Intubated COVID patients, will utilize the Intubated COVID Patient Transport process and may not be able to present through the 3rd floor PTU bay if they require assessment and disposition in the Emergency Department. Determination will be on a case by case basis. Security will utilize Summer Street service elevator #1 or #2 in the event an intubated patient is being transferred via the PTU bay.
- All equipment is to be cleaned after transport following the process outlined in Guiding Principle #9.
Transport of inpatient from Abbie J. Lane to COVID inpatient unit (8.3):

- Staff will contact the Director of Diagnostic Imaging (through locating) to notify of need to transfer as pathway to 8.3 will pass through DI external waiting area.
- Security will control access to the Abbie J Lane Service Elevator #1 and must be notified (902-473-4894) if they are required to call the elevator ahead of any patient transfer requiring this elevator.
  a. The sending unit will be responsible for connecting with security.
  b. Security will be designated as a ‘clean’ team member whose role will be to:
     - Operate the COVID designated elevator
     - Check hallways prior to the team offloading to ensure it is clear and that team will not cross over the path of a non–COVID patient.
     - Ensure the transfer team and patient are the only occupants in the elevator. No additional passengers.
     - Wear a mask and gloves while on the elevator

- Wayfinding to COVID inpatient unit from Abbie J. Lane
  - Proceed via designated Abbie J. Lane Service Elevator #1 to the third level of AJL
  - Proceed along corridor to the 3rd floor of HI
  - Proceed through DI waiting room space (must have notified DI first prior to transfer)
  - Proceed through the HI Level 3 Main Corridor
  - At end of corridor turn right and proceed to Summer Street Service Elevator #5
  - Security will provide the elevator access to 8.3
  - All equipment is to be cleaned after transport following the process outlined in Guiding Principle #9

Transport of inpatient from Camp Hill Veterans Memorial Building to COVID inpatient unit (8.3):

- Staff will contact the Director of Diagnostic Imaging (through locating) to notify of need to transfer as pathway to 8.3 will pass through DI external waiting area.
- Security will control access to the CHVMB Service Elevator #1 and must be notified (902–473–4894) if they are required to call the elevator ahead of any patient transfer requiring this elevator.
  a. The sending unit will be responsible for connecting with security.
  b. Security will be designated as a ‘clean’ team member whose role will be to:
     - Operate the COVID designated elevator
     - Check hallways prior to the team offloading to ensure it is clear and that team will not cross over the path of a non–COVID patient.
• Ensure the transfer team and patient are the only occupants in the elevator. No additional passengers.
• Wear a mask and gloves while on the elevator

• **Wayfinding to COVID inpatient unit from Camp Hill Veterans Memorial Building**
  • Proceed via designated **CHVMB Service Elevator # 1** to the third level of AJL
  • Proceed along corridor to the 3rd floor of HI
  • Proceed through DI waiting room space (must have notified DI first prior to transfer)
  • Proceed through the HI Level 3 Main Corridor
  • At end of corridor turn right and proceed to **Summer Street Service Elevator #5**
  • Security will provide the elevator access to 8.3
  • All equipment is to be cleaned after transport following the process outlined in Guiding Principle #9.

**Transport of inpatient from Nova Scotia Rehabilitation & Arthritis Centre to COVID inpatient unit (8.3):**

• Staff will call security to ensure that there are no patients/staff in the NSRAC 1st floor lobby area (inside/outside).
• Security will control the access to **NSRAC Service Elevator #1** and must be notified (902-473-4894) if they are required to call the elevator ahead of any patient transfer requiring this elevator.
  a. The sending unit will be responsible for connecting with security at the Halifax Infirmary (902-473-4894) to assist in navigating COVID path.
  b. Security will be designated as a ‘clean’ team member whose role will be to:
     • Operate the COVID designated elevator
     • Check hallways prior to the team offloading to ensure it is clear and that team will not cross over the path of a non–COVID patient.
     • Ensure the transfer team and patient are the only occupants in the elevator. No additional passengers.
     • Wear a mask and gloves while on the elevator

• **Wayfinding to COVID inpatient unit from NSRAC:**
  • Proceed via designated **NSRAC Service Elevator # 1** to the main level of NSRAC
  • Proceed along corridor to University Ave. Entrance sliding doors
  • Proceed to waiting Ambulance
  • EHS will follow the EHS interfacility transport route for the Halifax Infirmary.
  • All equipment is to be cleaned after transport following the process outlined in Guiding Principle #9.