

# Baylor Medicine COVID-19 In-Clinic Testing Procedure

This procedure provides guidance for in-clinic testing of patients with suspected COVID-19. This procedure should be used during an in-office clinic visit when a clinical decision to test<sup>1</sup> for COVID-19 has been made.

## I. Pre-Testing Process

- A. Prior to testing for COVID-19, all Infectious Disease Emergency Response (IDER) protocols should be followed (available on each Emergency Cart), including:
  - 1. Place a surgical mask on the patient
  - 2. Place patients in a private isolation room with door closed
  - 3. Place Airborne Isolation and Contact Isolation signs on door of room and follow all Airborne and Contact Isolation Precautions. (See Infection Control and Prevention Plan, Policy 26.3.19<sup>2</sup>)
- B. Efforts should be made to minimize the number of faculty and staff exposed to the patient including:
  - 1. If possible, consider using patient's personal cell phone to communicate with patient to limit amount of time entering and exiting isolation room.
  - 2. Limit learners.
  - 3. Bring all necessary supplies into room at one time for sample collection and double bagging

## II. Testing Process

- A. Faculty and staff should perform proper donning of personal protective equipment (PPE), including<sup>3</sup>:
  - 1. Performing proper hand hygiene
  - 2. Donning of gown
  - 3. Donning of N95 Mask (if user has been fitted) or powered air-purifying respirator (PAPR)
  - 4. Donning of goggles or face shield
  - 5. Donning of gloves
- B. Nasopharyngeal Mid-turbinate specimen collection
  - 1. Nasopharyngeal Mid-turbinate specimen will be taken using nasal swab<sup>4</sup>
  - 2. After sample collection, nasal swab should be placed inside vial
  - 3. Vial should be placed inside sample bag
  - 4. Place 1<sup>st</sup> sample bag into a 2<sup>nd</sup> sample bag (double bagging)
- C. Faculty or staff should perform proper doffing of PPE, including<sup>3</sup>:
  - 1. Doffing of gloves
  - 2. Doffing of gown
  - 3. Doffing of mask or PAPR (should not be removed until fully exiting the room)<sup>5</sup>
  - 4. Doffing of goggles or face shield
  - 5. Performing proper Hand Hygiene

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<sup>1</sup> Testing guide available at: <https://intranet.bcm.edu/downloads/covid-19/BCM-Pre-Visit-COVID-19-Testing-Protocol-05-05-2020.pdf>

<sup>2</sup> Policy available at: [https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=26.3.19](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=26.3.19)

<sup>3</sup> Current PPE guidelines available at: <https://intranet.bcm.edu/downloads/covid-19/PPE-Extended-Use-Guidelines-During-Pandemic.pdf>

<sup>4</sup> Nasal swab technique training available at: <https://intranet.bcm.edu/downloads/covid-19/Nasopharyngeal-Swab-Collection-COVID.pdf>

<sup>5</sup> Donning and doffing procedures for PAPR are available in the IDER binder on each emergency cart

### III. Post-Testing Process

- A. Sample Management
  - 1. Printed order should be placed in pocket of the outer bag
  - 2. Sample should be hand-delivered to the appropriate lab used by your clinic. Lab personnel should be informed that sample requires processing for COVID-19.
- B. Clinic Visit
  - 1. Conduct clinic office visit wearing appropriate PPE.
- C. Patient Counseling
  - 1. Patient counseling will be based on clinical assessment and disease severity.
  - 2. Patient should be advised to self-quarantine until negative results are received.
- D. Room cleaning
  - 1. Follow the Room Cleaning procedures in the Infection Control and Prevention Plan, Policy 26.3.192 including:
    - a. For patients on airborne precautions the room is to remain closed after the patient exits for a minimum of one hour. Our current exam rooms have 6-12 air changes per hour.
    - b. After the room has remain closed for a minimum of one hour, the room will be disinfected by clinical staff while wearing appropriate PPE.