**For out of hours managers – guidance for the management of a suspected case of COVID 19**

**If you are contacted by a member of staff with a suspected coronavirus case ensure infection prevention and control measures for COVID-19 have been instigated.**

**The three important principles to bear in mind in hospital settings are to:**

• Identify possible cases as soon as possible

• Isolate or cohort to prevent transmission to other patients and staff

• Avoid direct physical contact unless wearing appropriate personal protective equipment

**Isolation and cohorting of patients should be implemented in line with the Trust pandemic plan and** [**Guidance on PPE and decontamination**](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control) **for COVID-19. Follow advice below:**

1. Personal protective equipment is stored in the 136 cupboard at the 136 suite at The Becklin Centre, The Newsam Centre reception, Clifton House reception and The Mount Ward 2. The affected unit should arrange for immediate transfer of PPE
2. Advise staff to keep the patient in isolation
3. Only enter the room when wearing PPE
4. Mark out an area 2 metres square in front of the patient’s door and preferably move them to a room at the end of a corridor – the current room will require cleaning as per above guidance
5. Ensure waste disposal as per above guidance. Dispose of all waste in the infected waste stream
6. If a patient cannot be isolated for any reason you will need to cohort isolate the area. All staff working within this area should wear PPE
7. Standard loop masks should be given to the patient
8. Provide dedicated equipment where possible.
9. Once the patient leaves, the room should be decontaminated with chlorine wipes

**The out of hours manager must follow either the inpatient or community action card on the** [**COVID-19 staffnet page**](http://staffnet2/clinicalstaff/infectioncontrol/Pages/Coronavirus-Update.aspx)**:**

**Other actions:**

1. Check the ward has called 999 if the patient is in severe respiratory distress
2. Escalate to the Director on Call
3. Notify the Infection Control Team, and Resilience Lead and corporate manager in the morning.

**Additional Guidance for healthcare workers (CMO12-Mar-2020**

**CEM/CMO/2020/008)**

• Healthcare workers should follow the guidance for the general public and stay at home for 7 days if they develop any symptoms

• Healthcare workers who come into contact with a COVID-19 patient whilst not wearing personal protective equipment (PPE) can remain at work. If they display any symptoms of lower or upper-respiratory tract infection they must immediately stay at home for the duration of the illness or 7 days, whichever is longer

• Healthcare workers do not need to be tested for COVID-19, prior to returning to work

**Contact numbers**

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| **ADVICE AND ENQUIRIES (In order of points of contact)** |
| During normal working hoursInfection Control team infectioncontrol.lypft@nhs.net |  |  |
|  |  |  |
| Mr Stan CutcliffeSenior Nurse Infection Prevention and Control & Answer phone | Tel No:Mobile:Fax:e mail: | 0113 85 5595707957 3788410113 85 57051stanley.cutcliffe@nhs.net |
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| Mrs Gugu Ncube-MpofuInfection Prevention and Control Nurse | Tel No:Mobile:Fax:email: | 0113 85 55957079607271190113 85 57051gugulethu.ncube@nhs.net  |
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| Mrs Michelle WinspearInfection Prevention and Control Nurse  | Tel No:Mobile:Fax:e mail: | 0113 85 5595707983 3238950113 85 57051michelle.winspear@nhs.net  |
| In the event of none of the above being available: |
| Consultant Communicable Disease Control (PHE) | Tel No: | 0113 386 0300 |
| Microbiology Support |
| LTHT switchboardNY&Y switchboardAsk for the on call Microbiologist | Tel No:Tel No: | 0113 243314401904 631313 |
| Neighbourhood & Housing |  | 0113 206 3283 |
| North Yorkshire PHE |  | 01904 468 900 |