



COVID-19 ED Surge Overflow Area Opening Checklist

Should COVID-19 ED Surge Overflow Area Be Opened?

- Review # of ED Patients (Discharges, Admits, Patient Acuity, Transfers)
- ED Manager, ED Physician and House Supervisor unanimously decide to open the Overflow Area (If off-hours, **call ED Manager *immediately***)

After COVID-19 ED Surge Overflow Area is Opened:

- Alert Administration (CEO, CNO, Infection Control)
- Call in Linda Davidson (231-288-2739) and Angela Rademaker (616-402-0224) and Mark Reenders (231-206-2572) for security personnel.
- Surge Team Personnel Contacted → List Located in Admin Drive – Shared Projects – Incident Command – Folder 032620 – Employee Master by Company → (*Green highlights are currently laid off, yellow highlights are willing to assist with Surge*)
 - ED RNs
 - MedSurg RNs
 - Techs/Runners
 - ED Physicians – Refer to Call Schedule
- Move ED Triage Nurse to COVID-19 Screening Area outside of ED Registration by ED Community Room. Equipment Needed:
 - Portable Computer
 - Pulse Ox
 - Thermometer
 - Purple ED Documentation Sheets
- Provide Surge Team Personnel with Standard Work Sheets
- Surge Area ready within **one hour**: Place barriers to block access to Hospital – shut doors to hospital across from FBU elevator
- Ensure documentation is completed:
 - Date/Time Surge Area is approved
 - Date/Time Surge Area is ready, *and* the date/time it closed



- Total Number of Patients seen within the Surge Area

COVID-19 ED Surge Overflow Area Closing Checklist

Should COVID-19 ED Surge Overflow Area Be Closed?

- Review # of current ED Patients and incoming volume
- ED Manager, ED Physician and House Supervisor unanimously decide to close the Overflow Area
- Alert Administration (CEO, CNO, Infection Control)

After COVID-19 ED Surge Overflow Area is Closed:

- Ensure all equipment and furniture is disinfected with the Sani-Cloths and allowed to dry (chairs, computers, waiting room furniture, etc.)
- Patient sticker sheet is placed in the ED Manager's box (outside of ED Manager office)