

Guidelines for transporters: Transporting COVID-19 patients or COVID-19 rule-out patients

Preparing patient for transport

1. **Transporter remains outside of patient's room** with a clean wheelchair or cart and alerts the nurse. Transporter wipes down outer surfaces of wheelchair/cart/bed with Sani-cloth.
2. The transporter obtains: Ticket to Ride, two clean sheets and a standard ear-loop face mask for themselves.
3. Transporter performs hand hygiene, places one clean sheet on the wheelchair for patient to sit on, **dons ear-loop mask**, and has gloves available. Gloves should only be worn when providing medical assistance directly to the patient, and proper hand hygiene should be performed whenever appropriate (i.e. after touching elevator buttons).
4. Nurse determines the level of assistance the patient needs to transfer.
 - a. **If patient does not need nursing assistance to walk to the door**, then patient dons mask and walks to wheelchair. Transporter should be holding the wheelchair in place, ready for the patient to sit down.
 - b. **If patient needs assistance walking to wheelchair**: nurse or patient care assistant dons personal protective equipment (PPE), has patient don standard ear-loop face mask, and assists patient to walk to wheelchair outside of room. Transporter should be holding the wheelchair in place at the door, ready for the patient to sit down.
 - c. **If patient cannot walk from bed to door, but can stand and pivot into the wheelchair, or is being transported by cart or bed**: nurse or patient care assistant dons PPE, brings wheelchair/cart into room, has patient don standard ear-loop face mask, and assists patient into wheelchair/cart. nurse or patient care assistant brings patient to the door.
 - i. **Transporter wipes down outer surfaces of wheelchair/cart/bed with Sani-cloth BEFORE transport.**
5. If chart is required for transfer (i.e. to another unit), place it in a personal belongings bag on the back of the wheelchair.
6. Transporter changes gloves, **covers patient with clean sheet up to the shoulders**, and transports to door of destination. Transporter will **avoid sharing an elevator** and use the most direct route through the hospital.

Upon Arrival to Destination

1. Transporter stays at door. Staff at destination (ex: radiology) will receive patient while wearing appropriate PPE and assist patient so that the transporter doesn't need to enter the room.
2. If transporter will be waiting to return the patient to their room, they should keep their mask for the return trip.

Returning patient to room

1. While transporting from procedure back to room, **the transporter should have a clean wheelchair/cart/bed, be wearing mask, and have gloves available.** The patient should be wearing a mask and covered with a clean sheet.
2. Upon arrival back to patient's room, transporter alerts nurse or patient care assistant that patient returned from procedure.
3. Nurse determines the level of assistance the patient needs to transfer.
 - a. **If patient can walk into room without assistance**: transporter should bring wheelchair to the door, and patient should ambulate from door to bed.
 - b. **If patient is on a cart or bed, or needs assistance transferring to bed from wheelchair**, nurse or patient care assistant dons PPE, then assists patient to bed, or moves bed into the room. **Transporter stays outside of room.**
4. Sheets should be discarded in pink linen bag in room by nurse or patient care assistant or patient. Patient can remove mask once back in their room.
5. Transporter wipes wheelchair/cart with a Sani-cloth, removes gloves, performs hand hygiene, and removes mask without touching the front of the mask.

Considerations for transporting to discharge

1. Place belongings on patient's lap and cover patient and belongings with sheet.
2. Any belongings hung from the wheelchair should be wiped down prior to transporting off the unit.