# Standard Operating Procedure

<table>
<thead>
<tr>
<th>Modality: Computed Tomography (CT)</th>
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</thead>
<tbody>
<tr>
<td><strong>Location:</strong> 1975 4th Street – Mission Bay Hospital</td>
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<td><strong>Date Approved:</strong> 04/02/2020</td>
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</tbody>
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**Title:** CT ED/In-Patient COVID-19 Workflow – Mission Bay Hospital

### Precautions/Isolation Types:

- **Novel Respiratory Isolation With Negative Pressure** = Airborne/contact precautions – N95 or PAPR, face shield, gown, gloves
  - Video: [UCSF Donning/Doffing Video](#)
- **Respiratory Illness Evaluation Without Negative Pressure** = Droplet/contact precautions – surgical mask, face shield, gown, gloves
  - Document: [UCSF Donning/Doffing PDF](#)
- [UCSF Guidelines on PPE Reuse](#)

### Pre-Imaging Tasks:

- Appropriate CT order placed in APEX
- Screening done with RN
  - Confirm IV status & screening form (if IV contrast indicated)
  - Confirm isolation precautions for ANY patient coming to CT
  - Confirm Mobility status of ANY patient coming to CT

### Imaging Workflow:

*Scan all r/o COVID-19 patients in MBCT1 (C1769)*

- CT Lead Tech to coordinate transport needs with patient RN
- Patient will be transported to the 1st floor CT scanner (C-1769)
  - If RN monitoring necessary, RN will accompany patient to CT
  - If no RN monitoring necessary, hospital transport or CT tech can transport patient to 3rd floor
    - **CT should convey isolation precaution in the transport module**
  - Patient must wear mask at all times
  - **Staff should wear ALL appropriate PPE when in contact with patient (review link for donning/doffing PPE)**
    - PPE for **Novel Respiratory Isolation** = N95 or PAPR + Face shield + Gown
    - PPE for **Respiratory Illness Evaluation** = Mask + Face shield + Gown
• If staffing permits, 2 CT techs scan patient
  o 1 ‘clean’ tech remains in **control room** wearing N95/PAPR or Mask + face shield (based on isolation precautions above)
  o 1 ‘dirty’ tech in **scan room** to prep patient for scan wearing ALL appropriate PPE based on isolation precautions above
  o Hand hygiene & appropriate PPE donned prior to patient arrival
  o Prepare room with all supplies needed for CT exam to minimize opening cabinets/drawers while patient in scan room.
  o Patient enters room – ‘dirty’ tech preps patient on CT table
  o ‘Dirty’ techs leaves CT scan room and remains outside scan room until patient scanning complete.
  o ‘Clean’ tech informs ‘dirty’ tech to enter scan room to move patient
  o Post imaging cleaning completed per isolation precautions

• If staffing does not permit, 1 tech will scan patient
  o Hand hygiene & appropriate PPE donned prior to patient arrival
  o Prepare room with all supplies needed for CT exam to minimize opening cabinets/drawers while patient in scan room.
  o Patient enters room/tech preps patient on CT table
  o **Before** entering CT control room, gown/gloves are doffed by all involved staff & hand hygiene performed.
  o **Mask/face shield to remain on**
  o After CT scan is complete, hand hygiene is performed & gown/gloves are donned to move patient from CT table
  o Post-Imaging cleaning completed per isolation precautions following patient departure. For patients under novel respiratory isolation, gowns and gloves should be donned whenever entering scan room during 1 hour downtime and doffed prior to exiting scan room. N95 or PAPR and face shield should remain in place for the entire 1 hour period while in control room or scan room.

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**Post-Imaging Tasks:**

• After scanning patients under **Novel Respiratory Isolation With Negative Pressure** isolation status, CT scanner will remain out of use for a minimum of 1 hour – signage will be placed so no one can enter room
  o Techs will clean all surfaces after 1 hour – **while wearing appropriate PPE**
  o Green top Clorox Healthcare Hydrogen Peroxide Wipes will be used to clean all surfaces—dwell time = 1 minute
  o Technologist should doff gown and gloves in scan room following cleaning.
  o N95 and face shield or PAPR should be doffed following guidelines for reuse if possible or discarded if not possible.
  o **NO HIGH CLEAN NEEDED**

• After scanning patients under a **Respiratory Illness Evaluation Without Negative Pressure**, CT scanner and room may be cleaned immediately
  o Techs will clean all surfaces—**while wearing appropriate PPE**
- Green top Clorox Healthcare Hydrogen Peroxide Wipes will be used to clean all surfaces—dwell time = 1 minute
- Technologist should doff gown and gloves in scan room following cleaning.
- N95 and face shield or PAPR should be doffed following guidelines for reuse if possible or discarded if not possible.
- NO HIGH CLEAN NEEDED