# GENERAL COVID-19 WARM ZONE INSTRUCTIONS

<table>
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<th>SERVICE</th>
<th>INSTRUCTIONS</th>
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| Pharmacy                    | • Upon entering unit, pharmacy will wear their own surgical mask and don a gown and gloves from the donning station.  
                              | • If a blue bin is used, it will be wiped with a PDI wipe before leaving the unit  
                              | • Gown and gloves will be doffed before leaving the unit. Perform hand hygiene  |
| Tubing System               | • Pneumatic tube is okay to use for specimens  
                              | • Unit staff to wipe the tube with a PDI wipe before sending  |
| Food & Nutrition Services   | • FNS host/hostess will **NOT** be entering the unit when it is a warm zone  
                              | • Unit will be called to inform unit that food is coming up  
                              | • Food truck does not enter unit, trays will be passed from the food truck to a staff member onto cart & disposable trays will be used  
                              | • Food trucks and kitchen stock will be brought up to the Main warm units via the main service elevators  
                              | • Kitchens will have sign posted to indicate ‘Warm’ and ‘Clean’ kitchen  
                              | • F&N will put on a gown and gloves (already wearing a surgical mask) before delivering stock to the ‘warm’ kitchen  
                              | • If Dieticians are entering patient rooms, they should follow the warm zone PPE requirements  |
| Environmental Services      | • Upon entering unit, EVS will follow the warm zone PPE requirements  
                              | • Second/outer pair of gloves must be worn when going into a patient room  
                              | o When leaving a patient room, second/outer pair of gloves will be removed, hand hygiene on inner gloves, apply new second/outer pair of gloves  
                              | • Before leaving the unit, EVS cart must be wiped down with PDI wipe  
                              | • Gown, gloves, N95 and eye protection will be doffed before leaving the unit. Perform hand hygiene  |
| Transport                   | • Transport will use the main service elevators to transport a patient to/from units  
                              | • When transporting a patient off the unit, transport to enter unit, do hand hygiene, don gown and gloves. Transport should have surgical mask with eye protection.  
                              | • Unit staff to hand over masked patient to transporter in hallway (Note: Transporter not to transport aerosolized patients)  
                              | • Transporter to doff gown and gloves at designated doffing station. Keep the surgical mask with eye protection on to transfer patient to assigned area  |
| Security/Facilities         | • Sitters/constant observers/ facilities personnel who are stationed outside the room or in the doorway will follow the warm zone PPE requirements (gown, gloves, surgical mask and eye protection)  
                              | • For patients who require sitter/observer to be **in the room**, staff will wear above PPE and an N95 respirator instead of a surgical mask and they should be rotated out of assignment every 2 hours.  
                              | • Facilities personnel that need to enter a patient’s room will need to wear above PPE and an N95 instead of surgical mask  |
| Supply Chain                | • Supplies will be delivered to unit by supply chain staff  
                              | • Supplies will be handed off to the designated UA who is ‘clean’ (applicable if unit maintains a clean supply room) who will stock the supply room  
                              | • Supply chain staff will wear their own surgical mask and don gown and gloves from donning station to enter unit and go to supply room to do inventory/ordering  |
| Other (Unit Secretary, Phlebotomy, etc.) | • Will wear their own surgical mask and don a gown and gloves from the donning station  
                              | • When entering patient rooms, and N95 eye protection must be worn  
                              | • Gown and gloves will be doffed before leaving the unit. Perform hand hygiene  |

Warm Zone PPE requirements: gown, gloves, surgical mask and eye protection  
*when entering a patient room: gown, 2 pairs of gloves, N95 and eye protection*