



## GUIDELINES FOR SETTING UP A MEDICAL STATION AT A HOTEL

### MEDICAL TEAM COMPOSITION

The medical team composition will vary based on the size and occupancy rate of the Hotel but will require at minimum a licensed Registered Nurse to be stationed at the facility. It is also highly recommended to have a Hotel Doctor on staff that can respond on an on call basis. The Medical Unit should be able to provide 24 hours of medical support.

### ROLE OF THE NURSE

The role of the nurse in the context of COVID-19 will include but not limited to:

- To ensure that Infection Prevention and Control guidelines are correctly implemented throughout the hotel; and
- To conduct regular checks on site to monitor the health status of both guests and employees through symptom screening and daily temperature checks.

All medical staff must follow standard precaution guidelines and infection prevention and control guidelines and should adopt **airborne precautions measures** when attending to clients who are symptomatic.

All guests and employees should encouraged to wear a mask or face covering when interacting with other persons.

Guest and employees should be assessed for COVID-19 symptoms twice daily. This includes assessing for flu like symptoms, gastrointestinal symptoms (eg. vomiting or diarrhea), loss of smell or taste and measurement of temperatures.

It is advisable that guests/employees be advised to call the Medical Station before presenting if experiencing any flu like symptoms.

### MEDICAL UNIT LAYOUT

The medical unit should contain the following:

1. A patient triage area for receiving clients, yet maintaining physical distancing protocols as much as possible;
2. There should be a minimum of two isolation rooms for isolating anyone who presents with COVID-19 like symptoms;
3. A separate area designated to Donning and Doffing needs to be identified for putting on and removing PPE and should be in close proximity to the isolation room. This room must be fitted with hand washing and shower facilities. ***(Optional)***
4. Sterilization area or room for reprocessing of equipment; ***(Optional)***
5. Designated area for administering general nursing care;
6. Medication /preparation area;
7. Dirty utility area, that includes space for reprocessing reusable medical equipment; and
8. Staff rest area separate from patient care area with a bathroom for staff use only: staff can store personal belongings, take breaks, and eat. ***(Optional)***

### **SPACING WITHIN THE MEDICAL UNIT**

Within the Medical Unit, the following is recommended;

- There should be at least 6 feet of space between beds where possible;
- There should be a physical barrier between beds, if possible; and
- Bed placement should alternate in a head-to-toe configuration.

### **AIR CONDITIONING**

Air conditioning must be a standalone unit in the medical station and isolation rooms. Where possible complement artificial ventilation with natural ventilation for better air flow.

### **FLOORS**

- Avoid porous surfaces (e.g., upholstered furniture, carpet, and rugs) as much as possible within the medical unit.
- Floors should be made of a material that is easily cleanable.
- All surfaces should be made of a material that allows it to be easily cleaned.
- A cleaning protocol should be instituted to allow for surfaces that clients come in contact with to be wiped down after every service.

### **WASTE MANAGEMENT**

- Provide in all areas foot operated receptacles to minimize hand contact.
- All waste receptacles should be equipped with bin liners.
- A location should be designated place outside for storage and collection of biomedical waste.

## **EQUIPMENT AND SUPPLIES FOR MEDICAL STATION**

1. Personal Protective Equipment (PPE)
  - Surgical masks
  - N95 masks
  - Isolation gowns
  - Hair bonnets
  - Shoe covers
  - Surgical gowns
  - Disposable gloves
  - Face shields
2. Medical couches with rails. (A small bed may serve as an option).
3. IV Pole
4. Basic diagnostic equipment
  - Blood pressure apparatus
  - Glucometer

- Weight scale
  - Thermometer
  - Stethoscope
5. Emergency equipment supplies
    - Resuscitation bag and mask
    - Oxygen
    - Iv fluids
    - Nebulizer- masks, neb drugs
  6. Basic first Aid supplies
    - Bandages
    - Dressing sets
    - Insect bites ointments
    - Cold compress
    - Hot compress
    - Antibacterial ointments
    - Antihistamines
    - Pain relievers
  7. Sharps container
  8. Autoclave with autoclave pouches, tape (*Optional*)
  9. Wheelchairs (At least one Wheelchair)

### **PROTOCOL IF SOMEONE DEVELOPS SYMPTOMS AT THE HOTEL**

If any guest or employee should develop fever, cough or other flu like symptoms, gastrointestinal symptoms, lack of smell or taste, he or she should be given a mask and immediately be isolated in the room.

If there is a Hotel Doctor, he/she should be contacted immediately for assessment of the client. If he believes that it may be a COVID-19 suspect case, the Epidemiology Unit of the Ministry of Health and Wellness must be notified immediately at **2851422 or 2857522 or 2854773** for further management.

If there is no Doctor assigned to the Hotel and the nurse suspects COVID-19 based on the presenting symptoms, history and her assessment of the guest or employee, she/he contacts the Epidemiology Unit of the Ministry of Health and Wellness immediately.

Any person with COVID-19 like symptoms should be immediately isolated in their rooms until being assessed by the Hotel Doctor or the team from the Epidemiology Unit. Others persons in the room should remain in the room until they have been assessed.