

## STANDARD OPERATING PROCEDURE

<b>GROUP: Surgical Services</b>		
<b>NAME OF SOP: Standard Operating Procedure for the Scheduling of Patients across the Ultra Green, Green and Amber Pathways</b>		<b>REF NO:</b>
<b>GROUPS CONCERNED:</b> Surgical Services, Trauma & Neuro Services, Women's & Children and Clinical Support Services & Medicine		
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<b>DATE:</b> 04 <sup>th</sup> September 2020		
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<p><b>Introduction</b></p> <p>University Hospitals Coventry and Warwickshire is committed to ensuring that patients receive a high standard of care in a safe environment. As a result Ultra Green and Green surgical pathways across the Trust are being established to mitigate the risks of Covid-19 in elective surgical patients. In addition, Amber pathways are also being created for those patients not suitable for an Ultra Green or Green pathway.</p> <p>The purpose of this Standard Operating Procedure (SOP) is to support the administration function in the scheduling of patients across the Trust providing the criteria for each of the pathways.</p>		
<b>Inclusions &amp; Exclusions</b>		
<b>Included</b>	<b>Excluded</b>	
Patients scheduled for surgical Ultra Green & Green pathways	Obstetric patients	
Patients scheduled for surgical Amber pathways	Paediatric patients	
Local anaesthetic patients	Emergency cases	
Regional Block	Prisoners	
<b>Definitions</b>		
<b>Category</b>	<b>Description</b>	<b>Comments</b>
<b>Ultra Green</b>	14 day full household shielding and Green Pre-op with COVID-19 negative swab	Previous guidance (will still need to be in place for high risk patients) May be housed in side rooms or dedicated bay dependent on numbers Admitted through side access of ward 10  Ward 10/11 recovery area (no side rooms)
<b>Green</b>	Social distancing from day 1-11 followed by Green pre-op with COVID-19 negative swab and individual isolates for 3 days  Patients must be scheduled at least 14 days before surgery.	New guidance Admitted through front access of ward 10 Ward 10/11 recovery area (no side rooms)
<b>Amber</b>	Short notice elective patients booked less than 14 days (COVID-19 swab in clinic 1) or emergency patients that can be admitted and discharged with plan for imminent return (COVID-19 swab at point of admission). Covid swab result received negative and patient shields for 3 days.	Main theatre recovery Admitted to inpatient ward areas/ Day Surgery Ward at UH
<b>Red</b>	Emergency patient with unknown COVID-19 status or confirmed COVID-19 positive plus all symptomatic patients regardless of Covid status	Main theatre recovery if negative or pending (separate area) Confirmed cases recovered in the theatre

**Pre-Operative Assessment Pathway:**

There are two stages to pre-operative assessment at UHCW:

Risk Evaluation Pre-operative Assessment – This first stage assesses if the patient is “Fit to proceed” with surgery. To do this we:

- Ask the patient questions about their health
- Check height, weight, and blood pressure (or use recent measurements from elsewhere)
- Gather information about medical care from other services
- Do a range of tests (such as a heart tracing, blood tests, breathing tests)

This may occur by phone, or face to face.

Pre-operative Preparation Clinic – This is the second stage of pre-operative assessment. This takes place in a Preparation Clinic to make sure the patient is appropriately prepared for surgery. This will:

- Take place once the patient has a date for surgery
- Will be a face to face appointment 2-3 days before surgery
- Prepare the patient by taking blood tests and performing swabs to screen for infection (including COVID-19).

Definitive details on the Pre-operative Assessment Pathway can be found in ‘COP 876: Scheduling of adult patients for procedures requiring anaesthesia.’

**Locations**

**Ultra Green/Green Pathways**

Ward 10/11  
 Independent Sector (BMI & Nuffield)  
 Covid Pod (WISDEM Centre)  
 Rugby St Cross Pre-Admission Screening Clinic  
 Rugby St Cross Day Surgery Unit  
 Rugby St Cross Cedar Elective

**Amber Pathways**

Day Surgery Ward - UH  
 Rugby St Cross Cedar Trauma  
 Acute Wards (i.e. Ward 33, Ward 53)

**Scheduling Times**

TCl timings for patients in the following locations should be as follows:

Location	All Day Lists	AM Lists	PM Lists	Evening Admissions
<b>Ultra Green Ward 10/11</b>	06:30 – 07:30	06:30-07:30	06:30-07:30	16:00-17:00
<b>Green Ward 10/11</b>	07:30	07:30	11:30	17:00
<b>Day Surgery, UH</b>	07:30	07:30	11:30	N/A
<b>Day Surgery, RSX</b>	To Be Determined By Individual Groups			
<b>Cedar Elective, RSX</b>	To Be Determined By Individual Groups			
<b>Cedar Trauma, RSX</b>	To Be Determined By Individual Groups			
<b>Acute Wards</b>	To Be Determined By Individual Groups			

**Opera Listing**

The theatre list should be organised on the principle of lowest risk patients to highest risk i.e. Ultra Green → Green → Amber → Red (see definitions above)

<b>Entry to Wards</b>	
<b>Ultra Green, Ward 10/11</b>	Admitted through side access of Ward 10
<b>Green, Ward 10/11</b>	Via Main Reception and to the Ward
<b>Day Surgery, UH</b>	Via Main Reception and to the Ward
<b>Ultra Green, Day Surgery, RSX</b>	Admitted through Day Surgery Entrance at RSX
<b>Green, Day Surgery, RSX</b>	Admitted through Day Surgery Entrance at RSX
<b>Ultra Green, Cedar Elective, RSX</b>	Admitted through Day Surgery Entrance at RSX
<b>Green, Cedar Elective, RSX</b>	Admitted through Day Surgery Entrance at RSX
<b>Cedar Trauma, RSX</b>	Via Withy Brook Entrance
<b>Acute Wards</b>	Via Main Reception and to the Ward

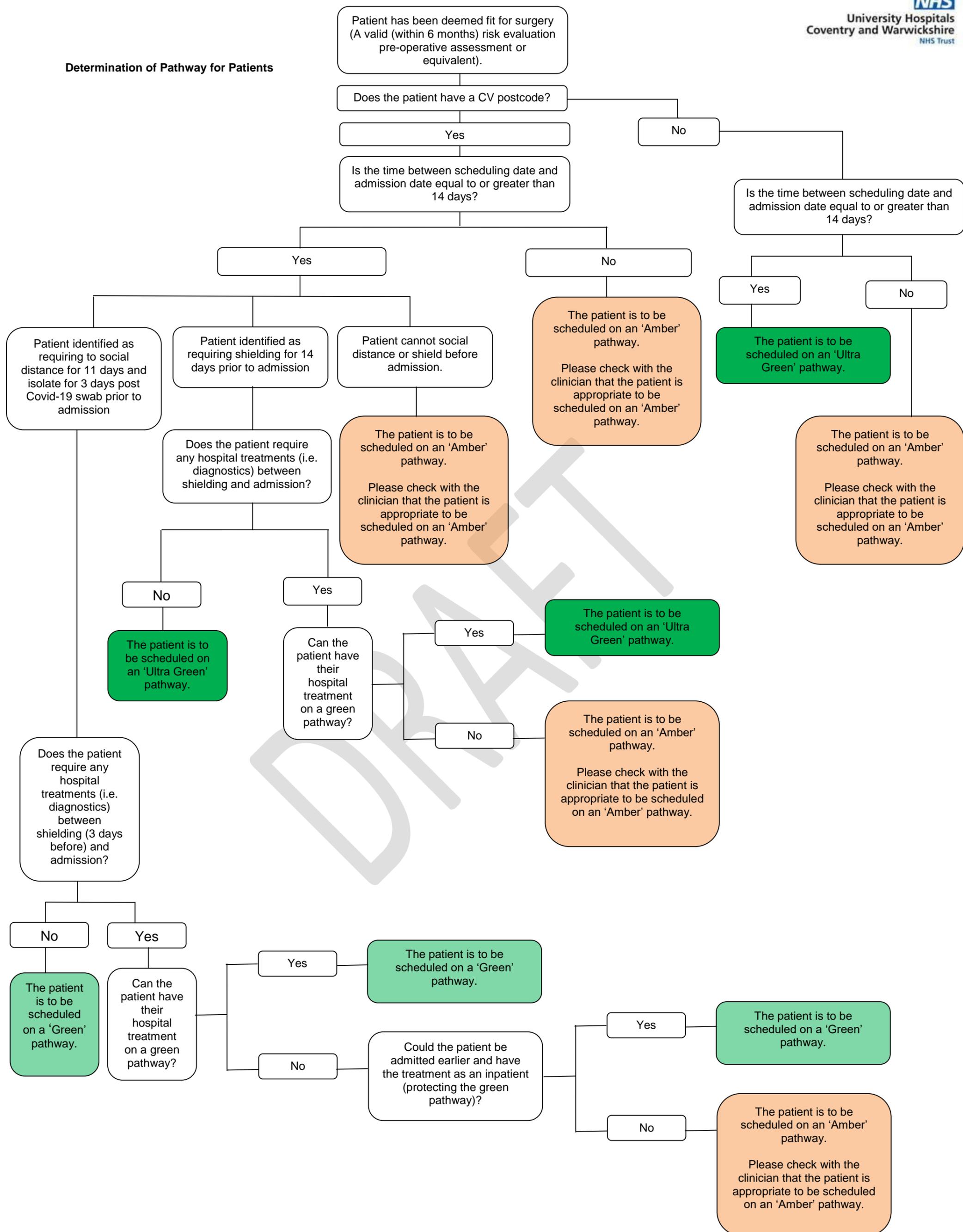
**Out of Area Patients**

To have access to the Ultra Green/Green pathways, out of area patients (those without a CV postcode) are require to shield for 14 days. Failure to do so will result in them being managed through an Amber pathway.

This is in line with Infection Prevention Council requirements.

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Determination of Pathway for Patients



### Scheduling a Ultra Green Pathway General Anaesthetic/Regional Block/Epidural Patient

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

Provide information relating to the 'Ultra Green' pathway:

At UHCW we have developed an 'Ultra Green' pathway for our elective surgical patients. This means that you will have an end to end admission to discharge pathway with no direct contact with emergency patients whilst in hospital. This has been developed with the patient in mind to reduce the risk of contracting Covid-19 whilst in the hospital environment.

Further information on the 'Ultra Green' pathway will be sent to you with your admission letter.

To be eligible for this pathway patients are required to agree to the NICE guidance of either shielding on your own within your household for 14 days prior to admission or with your whole household (if you cannot shield on your own) for 14 days prior to admission. Do you agree to this? (**Further information relating shielding is detailed below**)

- If the patient does not agree. Ascertain reason why? **Refer to Determination of Pathway to determine the correct pathway for the patient (see Page 4).**
- If patient agrees continue.

Thank you for confirming you are able to shield for 14 days prior to your admission.

I would like to offer you the date of <insert date> for admission on <insert location> at <insert time> with your surgical procedure taking place on <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON ULTRA GREEN PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date. I can see on the system that you attended a risk evaluation pre-operative assessment on <insert date>. Information relating to starving instructions, medication and the do's and don't's of shielding will have been provided to you at your pre-operative risk evaluation appointment.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Surgical Admissions team on Day 8 of your shielding. This will be to ascertain that you have been following the guidance relating to shielding, that you will continue to shield and book you into the Ultra Green Pre-Operative Preparation clinic 3 days before surgery. At this appointment you will be swabbed for Covid-19, MRSA (if applicable), CPE (if applicable) and will have any repeat bloods taken as required.

Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the Ultra Green pathway. The patient will not be contacted if the result is negative.

The Surgical Admissions team will also confirm that the patient fully understands the directions to access the Ultra Green pathway that will be sent with the admission letter.

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Waiting List team 8 days after. Thank you for your time.

Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

### Scheduling a Ultra Green Pathway Shielding Local Anaesthetic Patient

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

Provide information relating to the 'Ultra Green' pathway:

At UHCW we have developed an 'Ultra Green' pathway for our elective surgical patients. This means that you will have an end to end admission to discharge pathway with no direct contact with emergency patients whilst in hospital. This has been developed with the patient in mind to reduce the risk of contracting Covid-19 whilst in the hospital environment.

Further information on the 'Green' pathway will be sent to you with your admission letter.

To be eligible for this pathway patients are required to agree to the NICE guidance of either shielding on your own within your household for 14 days prior to admission or with your whole household (if you cannot shield on your own) for 14 days prior to admission. Do you agree to this? (**Further information relating shielding is detailed below**)

- If the patient does not agree. Ascertain reason why? **Refer to Determination of Pathway to determine the correct pathway for the patient (see Page 4).**
- If patient agrees continue.

Thank you for confirming you are able to shield for 14 days prior to your admission.

I would like to offer you the date of <insert date> for admission on <insert location> at <insert time> with your surgical procedure taking place on <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON ULTRA GREEN PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Patient Contact Team on Day 9 of your shielding. This will be to book your swab for Covid-19 that will take place in the WISDEM Centre. Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the green pathway. The patient will not be contacted if the result is negative.

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Patient Contact team 9 days after. Thank you for your time.

Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

### Scheduling a Green General Anaesthetic/Regional Block/Epidural Patient

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

Provide information relating to the 'Green' pathway:

At UHCW we have developed a 'Green' pathway for our elective surgical patients. This means that you will have an end to end admission to discharge pathway with limited direct contact with emergency patients whilst in hospital. This has been developed with the patient in mind to reduce the risk of contracting Covid-19 whilst in the hospital environment.

Further information on the 'Green' pathway will be sent to you with your admission letter.

To be eligible for this pathway patients are required to agree to the NICE guidance of following Social Distancing information for 11 days before your Pre-Operative Screening appointment. After this appointment you will be required to shield until admission (for 3 days). **(Further information relating social distancing/shielding is detailed below)**

. Do you agree to this?

- If the patient does not agree. Ascertain reason why? **Refer to Determination of Pathway to determine the correct pathway for the patient (see Page 4).**
- If patient agrees continue.

Thank you for confirming you are able to social distance for 11 days and shield for 3 days prior to your admission.

I would like to offer you the date of <insert date> for admission on <insert location> at <insert time> with your surgical procedure taking place on <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON GREEN PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date. I can see on the system that you attended a pre-admission anaesthetic check on <insert date>. Information relating to starving instructions, medication and the do's and don't's of shielding will have been provided to you at your pre-admission anaesthetic appointment or at the pre-admission screening appointment.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Surgical Admissions team on Day 8 of your social distancing. This will be to ascertain that you have been following the national guidance; you will continue to follow national guidance and book you into the Green Pre-Admission Screening clinic 3 days before surgery. At this appointment you will be swabbed for Covid-19, MRSA (if applicable), CPE (if applicable) and will have any repeat bloods taken as required.

Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the green pathway. The patient will not be contacted if the result is negative.

The Surgical Admissions team will also confirm that the patient fully understands the directions to access the green pathway that will be sent with the admission letter.

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Waiting List team 8 days after. Thank you for your time.

Social Distancing Information (Extract from Government Website)

- *Stay at home as much as possible*
- *Work from home if you can*
- *Limit contact with other people*
- *Keep a safe distance if you go out*
- *Wash your hands regularly*
- *Wear a face covering on public transport*
- *Shop safely*
- *Exercise safely*
- *Travel safely*
- *Do not leave home if you or anyone in your household has symptoms.*

Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

### Scheduling a Green Local Anaesthetic Patient

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

Provide information relating to the 'Green' pathway:

At UHCW we have developed a 'Green' pathway for our elective surgical patients. This means that you will have an end to end admission to discharge pathway with limited direct contact with emergency patients whilst in hospital. This has been developed with the patient in mind to reduce the risk of contracting Covid-19 whilst in the hospital environment.

Further information on the 'Green' pathway will be sent to you with your admission letter.

To be eligible for this pathway patients are required to agree to the NICE guidance of following Social Distancing information for 11 days before your Pre-Operative Screening appointment. After this appointment you will be required to shield until admission (for 3 days). **(Further information relating social distancing/shielding is detailed below)**

. Do you agree to this? If the patient does not agree. Ascertain reason why? **Refer to Determination of Pathway to determine the correct pathway for the patient (see Page 4).**

- If patient agrees continue.

Thank you for confirming you are able to social distance for 11 days and shield for 3 days prior to your admission.

I would like to offer you the date of <insert date> for admission on <insert location> at <insert time> with your surgical procedure taking place on <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON GREEN PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Patient Contact Team on Day 9 of your shielding. This will be to book your swab for Covid-19. Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the green pathway. The patient will not be contacted if the result is negative.

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Patient Contact team 9 days after. Thank you for your time.

Social Distancing Information (Extract from Government Website)

- *Stay at home as much as possible*
- *Work from home if you can*
- *Limit contact with other people*
- *Keep a safe distance if you go out*
- *Wash your hands regularly*
- *Wear a face covering on public transport*
- *Shop safely*
- *Exercise safely*
- *Travel safely*
- *Do not leave home if you or anyone in your household has symptoms.*

Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

### **Scheduling an Amber General Anaesthetic Patient/Regional Block/Epidural Patient**

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

I would like to offer you the date of <insert date> for admission to <insert location> at <insert time> for your surgical procedure on the <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON AMBER PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date. I can see on the system that you attended a risk evaluation pre-operative assessment on <insert date>. Information relating to starving instructions and medication will have been provided to you at your pre-admission anaesthetic appointment.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Pre-Operative Assessment team 7 days before admission. This will be to book you into the Pre-Admission Screening clinic 3 days before surgery. At this appointment you will be swabbed for Covid-19, MRSA (if applicable), CPE (if applicable) and will have any repeat bloods taken as required. Once this swab has been taken you should shield within your home for 3 days pre-admission (further information relating to shielding is listed below).

Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the green pathway. The patient will not be contacted if the result is negative.

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Pre-Operative Assessment team 7 days before admission. Thank you for your time.

Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

## Scheduling an Amber Local Anaesthetic Patient

Call the patient and confirm identity and update patient demographics (where required). Confirm the procedure the patient is being scheduled for.

I would like to offer you the date of <insert date> for admission to <insert location> at <insert time> for your surgical procedure on the <insert date>.

- Patient accepts – complete TCI on iPM/Opera to the appropriate location (Please Type In Capitals PATIENT ON AMBER PATHWAY in Opera)
- Patient declines – review the lists available for an alternative date. If an alternative date is not available inform the patient that they will receive a call in the near future.

Thank you for accepting your admission date.

*Please provide the patient with any procedure specific information/guidance that they need to be aware of.*

You will also receive a call from our Patient Contact Team on Day 9 of your shielding. This will be to book your swab for Covid-19. Inform the patient that if the result of their Covid-19 swab is positive the clinician will be in contact with you to discuss your options; however, you will no longer be eligible for the green pathway. The patient will not be contacted if the result is negative. Once this swab has been taken you should shield within your home for 3 days pre-admission (further information is listed below).

Do you have any questions at this moment in time?

To confirm I would like to summarise that you have agreed to come to <insert location> on <insert date> at <insert time>. This means you are required to commence your shielding on <insert date> and you will be contacted by the Patient Contact Team 5 days before admission. Thank you for your time.

### Further information for shielding with a household:

*Do not leave your house. If members of your household cannot shield, you must shield within the household in separate rooms, including bedroom, living area, bathroom facilities and kitchen. Staying physically apart as much as possible.*

*Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.*

*Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature; a new or continuous cough; loss of sense of taste or smell.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

### Further information for shielding within a household at home (the same rules apply to the patient):

*The patient should use a separate bathroom from the rest of the household. Make sure they use separate towels from the other people in their household, both for drying themselves after bathing or showering and for hand-hygiene purposes.*

*If the patient does share a toilet and bathroom with their household, it is important that they clean the facilities every time you use them (for example, wiping surfaces you have come into contact with). Another tip is to consider drawing up a rota for bathing, with the patient using the facilities first.*

*If the patient shares a kitchen with their household, avoid using it while other members are present. If they can, they should take their meals back to their room to eat. If you have one, use a dishwasher to clean and dry the household's used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the patient is using their own utensils, remember they need to use a separate tea towel for drying these.*

*Everyone in your household should regularly wash their hands, avoid touching their face, and clean frequently touched surfaces.*

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