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COVID Tech Responsibilities

During business hours (0600-2200)

The COVID Tech will be responsible for:

- Responding to ART calls
- Stocking and cleaning COVID carts
- Cleaning equipment (CMAC/Ultra Sound) concluding a call
- Bringing dirty blades to SPD and stocking new blades
- Blade running (delivering CMAC blades to the floor and ICUs who are currently borrowing anesthesia equipment)

**If we are short-staffed and we do not have staff unavailable to man the PAPR room, the door will be closed. Anyone needing a PAPR/CAPR will call the COVID Tech phone, signage is posted on the door. If the COVID tech is on an ART call, they will call the lead Anesthesia Tech via Vocera and they will take care of the PAPR/CARP check out/in.

During off hours (2200-0600)

The COVID Tech will be responsible for:

- Responding to ART calls
- Stocking and cleaning COVID Carts
- Cleaning equipment (CMAC/ultrasound)
- Bringing dirty blades to SPD and stocking new blades
- Checking PAPR/CAPRS in and out. (the door will remain closed and the COVID Tech should be called)
- Blade running – (delivering CMAC blades to the floor and ICU's who are currently borrowing anesthesia equipment)

**ART calls are priority No. 1. Any calls received for blade-running or checking out/in a PAPR/CAPR while on an ART call will be forwarded via Vocera to a 3rd shift Anesthesia Technician.

The COVID Tech carries a **ZONE phone 5-1590** and **COVID Pager 414-314-3902**. They will automatically respond to all received pages. If calls are happening simultaneously, the Airway Team team should communicate with the Tech on where to respond.

- In the beginning of each shift 1st, 2nd, and 3rd both COVID carts should be checked for stock and wiped down.
- Check PAPR batteries and ensure the CAPR battery is plugged in.
- On an ART call, the tech will respond and immediately don PPE. An N95, eye protection, and gloves are required. A gown can also be worn as an added precaution.
- Immediately remove the airway kit and lay out kit supplies on top of the cart. This will allow you to easily pass supplies through the door when needed. Avoid cross contamination of any clean unused supplies.
- Ask glove sizes and lay them out on the cart.
- Once intubation is complete put all unused supplies back in the bag and in the drawer.
- Wipe down the entire cart including the wheels and under the handles.
- Pass a Cavi wipe to staff inside the room so that the equipment can be cleaned prior to exiting the room.
- Once outside of the room, wipe again, ensuring that all surfaces have been sanitized including the wheels.
- The Airway Team will assist with line placement etc.
- When the Airway Team is finished, you will help them doff their PPE.
 - They will wipe their PAPR/CAPR with a Cavi wipe and pass it to you
 - You will immediately put it in the bin
 - They will pass the PAPR/CAPR belt
 - Place the belt in the bin
 - Assist them with doffing
 - Wipe out the inside, outside of the PAPR/CAPR as well as the entire bin
- Take a list for the cart.
- Put the cart back in its designated location.
- Stock cart.
- Bring blade down to SPD.
- Ensure a new blade is stocked.

COVID Cart Locations

- There are currently **two (2)** COVID carts in service.
 - **COVID cart 1** (metro cart) located at the front desk.
 - **COVID cart 2** (black/red) located in the anesthesia workroom.
- There is one additional COVID cart, COVID cart 3, that is not yet in service but **IS** stocked.
 - COVID cart 3 (black/red) is located in the anesthesia workroom.
- ALL CARTS will be checked for stock and wiped down at the beginning of 1st, 2nd, and 3rd shift, as well as after each call.
 - If a Tech is not present (on a call), the tech must be called at **5-1590** and notified that the cart requires cleaning and stocking.

PAPR Room Instructions

- Checking out:
 - Provider or team member will sign the PAPR log binder.
 - Ensure they PRINT their name.
 - Ask if they have been trained.
 - Inform staff member that each PAPR/CAPR must be returned concluding each case and they should **NOT** be kept all day.
- PAPR/CAPRs getting returned should be left outside of the room on the cart.
 - The Tech/Aide should wipe PAPR/CAPR using one wipe. Start with the inside, then wipe the outside. Use another wipe to thoroughly wipe the belt (gloves should be worn).
- Once cleaned, the Anesthesia Tech will place the bin on the table inside the room.
 - PAPRs
 - Ask if the PAPR is in working order and scan for damage .
 - Sign the PAPR in using the log binder.
 - Anesthesia Tech will:
 1. Detach battery on PAPR.
 2. Look on the inside of the PAPR battery and press the green button to indicate battery power.
 3. Charge battery if not fully charged. Battery power strips are located on the table.
 4. Place a red tag on the bin if the battery is *being* charged, and a green if the battery *is* charged.

- CAPRs
 - Ask if CAPR is in working order and scan for damage (i.e broken peg).
 - Sign the CAPR in using the log binder.
 - Anesthesia Tech will:
 1. Plug in battery. **It should be charging at all times.**
 2. Ensure one Sm/Med and one Med/Lrg face shield are in each CAPR bin
(Call distribution for more if needed. We get 5 of each at a time.)
- The 1st shift Anesthesia Tech will conduct 0600 PAPR testing.
 - Perform an inspection on each PAPR/CAPR.
 - Conduct an airflow test on PAPRs.
 - Conduct an airflow alarm test on PAPRs.
 - Fill out log binder for each PAPR.
 - ART Team COVID carts have one PAPR and one CAPR on each cart (two carts). These also **have to** be tested.
 - One cart is located at the front desk and the other is located in the Anesthesia workroom.