

Special Pathogens Response Center (SPARC) SOP: Special Pathogens Unit (SPU) Activation Checklist	
Subject	This procedure is a checklist to guide Special Pathogens Unit (SPU) staff in the setup of the SPU in the event of a special pathogen patient admission. The SPU Site Manager, MICU Nurse Manager, and SPU RNs will complete this checklist.
Procedure	Print this checklist and check off each item as it is completed. ☐ Confirm patients are moved from 4303, 4302, 4301, or have bed assignments. ☐ Contact Environmental Services (ES) for terminal room cleaning on rooms, 4303, 4302, and 4301. ☐ Call SPARC Program Manager or House Supervisor to have both of the Infection Prevention PPE Cart delivered to the SPU. (See below for pictures of the cart. ☐ Cart is located in Central Distribution (CD), walk down the ramp and turn left. The cart is against the back wall with the Infection Prevention PPE Cart sign over it. ☐ Contact ES Director and/or manager (via Directory) to have 4 – 55-gallon rigid container drums brought to the SPU on a flatbed cart. ☐ Contact ES Director and/or manager to have red biohazard trash bags (2 rolls) delivered to the unit. Confirm that Hospital Police are aware of activation and are available to secure the entrance to the SPU and assist with the transport of the patient to the unit. ☐ Notify Nutrition and Food Services that the patient will require disposable trays and utensils. ☐ Notify Plant Engineering for elevator lockdown for patient transport to the unit. ☐ Notify Plant Engineering to install Starc walls between 4304 and 4305 to prevent other staff, patients, and/or visitors from entering the SPU. ☐ Place RED tape on the floor from 4304 to 4302, creating a walkway for the patient care RN to walk to the doffing area. This denotes a high-risk area. ☐ Place RED tape in the Doffing Area to denote a high-risk area for doffing PPE. Leave enough room for the low-risk area and a table. Place a table in the high-risk doffing area with ABHR and gloves. ☐ Put 2 metal chairs into the doffing room if needed by the staff doffing PPE. ☐ Confirm role assignments for the oncoming shift: ○ PPE Monitors ○ Site Manager ○ Resource RN ○ Patient Care RNs ○ Physician/APP on-shift ☐ Confirm the arrival time of the patient, when less than 20 minutes instruct the PPE Monitors to initiate donning of the patient care team.

	☐ Utilize the checklist below to ensure necessary items are placed in the patient room, doffing area, and waste room.
Related Policies/SOPs	
Responsible	SPARC Program Manager SPARC Medical Director

The following equipment or supplies are to be removed or added to the **Patient Room**:

Items to be removed	√ Check	Items to be added	√ Check
Supply Cart		Red biohazard trash bags (1 roll)	
Extra Supplies		Bedside table	
Excess linen		Solidifying agent	
Linen hamper		Bedside commode	
Extra chairs		Urinal	
Extra trashcans (leave 2)		Bedpan	
IV Pump/stand		Emesis bag	
Extra supply carts		Toothbrush/Toothpaste	
		Disinfectant Wipes (Super Sani Cloths – purple top) (2)	
		Sharps Container with stand	
		Pre-built lab collection kit	
		Trauma shears/scissors	

The following equipment or supplies are to be removed or added to the **Doffing Area (4302)**:

Items to be removed	√ Check	Items to be added	√ Check
Patient Bed		Wide mouth trash cans (3)	
All equipment		Red biohazard bags (1 roll)	
Supply Carts		Metal folding chair (4)	
Chairs		PPE Doffing Checklist	
Furniture (dresser)		Super Sani Cloths (purple top wipes) (2)	
Linen Hamper		Alcohol Based Hand Rub (4)	
		Mirror (2)	
		White shoe tote	
		Swiffer mop	
		Grabbers (2)	

*All supplies and equipment should be removed from the patient room to make it a doffing area.

The following equipment or supplies are to be removed or added to the **Waste Area**:

Items to be removed	√ Check	Items to be added	√ Check
All items removed from room that will house any waste containers		55-gallon rigid container on a flatbed cart (4)	
		Red biohazard bags (1 roll)	
		Super Sani Cloths (purple top wipes)	

Infection Prevention PPE Cart Location: Enter CD and walk down the ramp, turn left at the bottom of the ramp. The carts are located against the wall in that area with a sign on the wall above the cart.



