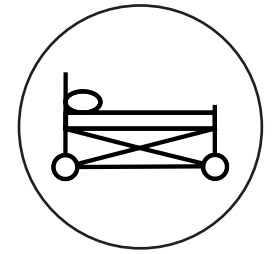


# COVID-19 Patient Transfer Checklist



## → SET UP

- Allocate key roles:
  - 2 clinical staff for escort
  - 1 porter
  - 1 parent
  - 1 clean escort
- Don PPE (gown, goggles, mask, gloves)
- Patient barrier (surgical mask for non-intubated patient)
- Equipment check:
  - Monitor/Suction
  - Oxygen
  - Face-mask, filter, breathing circuit
  - Respiratory support device
  - Resuscitation medications
  - Documentation
- Clinical Recap (ABCDEF)
- Patient safe to leave

## ▶ DO

- Confirm destination ready:  
***“This is [identify self and location]. We are ready to transfer [patient name] who is a suspected/confirmed COVID-19 patient. Is the receiving team ready and in PPE?”***
- Transport via shortest route
- Clean escort walks 2 metres ahead and summons lift if needed

## ▶ NEXT

- Transfer patient to ward support:
  - Monitors.
  - O<sub>2</sub>/Respiratory Support/Other meds
  - IV fluids
- Clinical handover
- Clinical recap from receiving team
- Transport team doff PPE (gloves → hand hygiene → gown → hands → goggles → hands → exit room → mask → hands).
- Transport team debrief

# COVID-19 Patient Transfer Checklist

## Additional pointers

For transport team member PPE:

- Clinical staff – gown, gloves, goggles, N95 mask.
- Porter – gown, gloves, goggles, N95 mask.
- Parent – surgical mask.
- Clean escort – specific PPE not required as stays outside 2 m zone.