MEMORANDUM

To: Clinic Managers, Dept. Business Managers, Clinic Directors, Dept. Chairs, MSU HT Admin, Gov. Board Assist, Gov Board Members

From: Tony Avellino, MD, MBA, Assistant Provost for Student Health, Wellness, & Safety and Health Care Chief Medical Officer

Subject: Coronavirus Protocols, Update  Date: January 29, 2020

Today the University Physician issued an update to the MSU campus regarding the coronavirus outbreak in Wuhan, China.

**Guidance for HealthTeam Clinics**

Implementing precautionary measures should start with all frontline staff by prescreening patients who call with complaints of cough, difficulty breathing, sore throat, or fever. Frontline staff need to ask if the patient has traveled to/from Wuhan, China or the Providence of Hubei in the last 14 days.

If the patient states they have traveled to Wuhan or The Providence of Hubei or have had contact with someone who is ill that has traveled there in the last 2 weeks, schedule patient to be seen by a provider. (Recommend patients call vs walk in.)

**I. Immediately contact the Nurse Manager or Triage Nurse**

A. Nurse will determine if there is a potential for the Novel Coronavirus

B. Have the patient come to the clinic and immediately provide them a mask.

Patient must wear mask the entire time.
C. Take patient to examination room to be triage by staff.

D. When caring for the patient all who are in contact must wear proper PPE.
   1. Gloves
   2. Gown
   3. Mask with shield or glasses
   4. Use one-time use BP cuff, stethoscope, thermometer, etc.
   5. No computer/surface pro in the room

II. Provider will then determine on care needed. The CDC recommends collecting the following:

   A. Labs
   B. Lower and upper respiratory specimens

III. If provider determines the patient meets the criteria for Novel Coronavirus, they should immediately do the following.

   A. Contact the Ingham County Health Department at 517-887-4311 and the University Physician’s Office at 517-353-8933.

   B. The attached PUI form should be completed by the physician and faxed to the MDHHS Communicable Disease Division at (517) 335-8623.

**Prevention**

Currently, there is no vaccine to prevent Novel Coronavirus. The best way to prevent the infection is to avoid being exposed to this virus. The CDC recommends everyday preventive actions help to prevent the spread of respiratory viruses by:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Get a flu vaccine.
Download the protocol to print and share