Discharge or Transfer of Patients with COVID-19 to a Skilled Nursing Facility: Checklist for Hospitals and Other Facilities

Updated August 18, 2021

This guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use. It will be posted at sfcdcp.org/covid19provider. Refer to AFL 20-33, which states that patients with COVID-19 may be discharged to a SNF when clinically indicated and that patients with confirmed or suspected COVID-19 should not be sent to a SNF without first consulting the local health department. This includes inter-facility transfers between SNFs. The following checklist should be used to facilitate this process.

Checklist instructions for discharge/transfer to SNFs without standing approval:1

The hospital or transferring facility is asked to initiate their request with the following email 48 hours in advance of anticipated discharge; this ensures SFDPH has adequate time to assess the case.

- Send an email to dph.doc.hospitalunit@sfdph.org (a controlled-access email address). Include the following in the email request:

<table>
<thead>
<tr>
<th>Subject line:</th>
<th>Title the start of the subject line “SECURE:”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required items to include in the body of Transfer/Discharge request email:</td>
<td></td>
</tr>
<tr>
<td>Name of patient</td>
<td>Name of discharging hospital/facility</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Name of receiving SNF</td>
</tr>
<tr>
<td>Date(s) of vaccination (if any)</td>
<td>Date of anticipated discharge/transfer</td>
</tr>
<tr>
<td>Date of positive COVID-19 test</td>
<td>If patient is a new or readmission to the receiving facility</td>
</tr>
<tr>
<td>Date of onset of COVID-19 symptoms</td>
<td>Confirm that the “Patient criteria” below is met</td>
</tr>
<tr>
<td>If hospitalization included: FiO2&gt;3L, ICU stay and/or if patient is immunocompromised</td>
<td>Confirm that the facility is not in watchlist or outbreak status and meets the “SNF criteria” below</td>
</tr>
</tbody>
</table>

- Once notified, SFDPH will evaluate the report and determine if the patient can be transferred as a new or re-admission to the designated SNF. Approval will be made on a case-by-case basis.

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1 For SNFs with standing approval to accept patients with COVID-19, SFDPH does not need to be consulted before sending patients to the following SNFs. The SNFs that received revocable standing approval to accept patients with COVID-19 based on an assessment by CDPH and/or by SFDPH include: ZSFG, SF VA Medical Center, and CPMC in-hospital SNF units when accepting internal transfers from their own hospitals. These SNFs may accept patients with COVID-19 at any point in their illness if the treating provider has assessed the patient as medically stable and ready for discharge. If standing approval is revoked for any site, an advisory will be issued, and this document will be updated.

San Francisco Department of Public Health
Updated 08/18/2021. http://www.sfcdcp.org/covid19provider
Contact Information

- Clinical questions and/or urgent needs: call the SFDPH COVID-19 Clinician Consultation Line at Communicable Disease Control at 415-554-2830,1,1,2,1,1
- Non-urgent issues: email dph.doc.hospitalunit@sfdph.org

Patient criteria for discharge or inter-facility transfer to SNFs without standing approval:

- Treating provider has assessed the patient as being medically stable and ready for discharge and
- At least 24 hours have passed since resolution of COVID-19 attributable fever without the use of fever-reducing medications and
- Improvement in other symptoms (e.g., cough, shortness of breath)

It is not necessary to notify SFDPH if the patient has a history of COVID-19 but is no longer considered to be infectious with COVID-19. This means that the patient is past their isolation period and precautions are no longer needed.

SNF criteria to accept a patient with suspected or known COVID-19:

SFDPH works closely with SNFs to assess and ensure preparedness to receive patients with suspected or known COVID-19 infection.

Before transfer:

- Confirm with the receiving SNF that it is not in watchlist or outbreak status and has been cleared by SFDPH to accept new or re-admissions. Consult with SFDPH for specific situations if needed, per AFL 20-87.
- Confirm that the receiving SNF has adequate and appropriate infection control measures, including PPE, supplies, and the staffing needed to safely care for patients with COVID-19, as outlined in SFDPH’s Interim Guidance: Prevention and Management of COVID-19 in Long-term Care Facilities.

Additional Resources

- SFDPH’s Interim Guidance: Prevention and Management of COVID-19 in Long-Term Care Facilities
- CDPH, AFL 20-33.2: Interim Guidance for Transfer of Residents with Suspected or Confirmed Coronavirus Disease (COVID-19)
- CDPH, AFL 20-87: Movement of Patients/Residents in the Healthcare Continuum During Seasonal Surges and the Coronavirus Disease 2019 (COVID-19) pandemic
- CDPH, AFL 20-74: PPE, resident placement/movement, and staffing (PDF)