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To: Aculabs Mobile Phlebotomy Staff
Date: October 9th, 2020
Subject: Updates to SOP & Safety Expectations of Mobile Technicians

As we prepare for harsher weather and as new regulations regarding COVID-19 are rolled out federally and at the state-level, Aculabs will continue to implement new protocols for all employees who travel to nursing homes and experience direct patient contact in order to maximize the safety that can be ensured for both employee and resident.

Employees are to still follow all previous memorandums regarding COVID-related protocols, including standards set in the March, 30th, 2020 memo, **"PPE Protocols When Drawing Blood & Collecting Specimen"**, made effective during the start of the ongoing COVID-19 pandemic.

This memorandum included:

- **Specific safety guidelines** regarding the wearing of face masks, gloves, goggles, and other forms of PPE (personal protective equipment).
- **Hygiene standards and risk reduction**, including taking one's temperature twice per day, reporting flu-like symptoms to Human Resources, neatness of one's appearance, and ensuring one's uniform is cleaned every day.
- **Standards for handling patients in isolation**, including wearing facility-provided mask and gown, only bringing necessary supplies into patient's room, properly disposing of supplies after draw, avoiding unnecessary contact with patient or bed, and that only the collected specimen leaves the room of a potentially contagious resident.

In addition to the original memo distributed on March 30th, employees will be expected to adhere to the following updated guidelines effective 10/09/20 regarding the cleaning of the phlebotomy kit:

- **Phlebotomy kits must be kept clean and neat at all times.** Gloves should be worn when cleaning. When taking the phlebotomy kit into the patient's room, place a paper towel under your equipment; as well, **the kit must be cleaned with disinfectant wipes after leaving each room.** These wipes can be ordered via the phlebotomy supply order forms via our Warehouse Department.
- Kits should *also* be decontaminated **at the start and end of each facility** and at **the end of each shift.** The kit must be *also* at least cleaned with 10% **bleach a minimum of once a week** and where there is **suspected contamination.**
- Kits should be checked and replenished as needed. **All supplies must be within the expiration date and stored according to manufacturer recommendations.** You are responsible that your equipment is in order. Aculabs will not tolerate borrowing supplies from nurses.
- You must come to your **designated office** or the **East Brunswick, NJ headquarters** to pick up your supplies, including: *alcohol prep pads, povidone-iodine swabs for blood culture, nonalcohol-based antiseptic for blood alcohol collection, gauze pads, adhesive bandages, gloves, tourniquet, blood collection tubes, single use safety needles, sharps container, pens, etc.*

Aculabs will continue to update employees on new and relevant protocols meant to maximize safety as they become available or instituted by federal or state-government authorities. Employees should reach out to their direct supervisor with any questions regarding any protocols related to COVID-19.

Sincerely,

Peter Gudaitis
President