Refer to applicable facility policy regarding care at time of death.

When patient death is anticipated:

1. Staff to notify Indiana Donor Network (IDN) of imminent mortality at 1-800-356-7757

Immediately post mortem:

1. Staff caring for the patient should first notify the following parties of patient death;
    - Physician caring for the patient
        - Physician will notify next of kin of patient death
    - Facility Associate Administrator (if applicable)
2. Physician caring for the patient uses local criteria for determining if decedent is to be a coroner's case
    - Physician obtains autopsy consent form if needed.
    - Physician who completes the death certificate must ensure that the certificate is completely filled out, including demographic information.
3. If autopsy consent is given, notify pathology of autopsy consent and inform pathology of patient's COVID19 status
4. Staff are required to report all COVID (+) patient deaths to the local infection control department, if after hours page the infection preventionist on call.
    - Staff will be asked to provide; patient full name, patient date of birth, patient date of death
    - At this time, we do not need to report deaths of suspected patients, **only** laboratory confirmed
    - Infection prevention then reports death to the ISDH COVID Death Reporting Line 765-860-6053

Preparing the decedent for transport out of the care environment:

1. Staff preparing the patient don the following PPE; gown, gloves, eye protection, and droplet isolation mask.
    - For all movement of the decedent requiring lifting or close-contact with the body bag the following PPE should be worn; gown, gloves, eye-protection, and a droplet isolation mask
    - **Why:** There is potential that a body bag may become non-intact when placed under stress. Moving the decedent between the patient bed and morgue cart puts stress on the body bag and creates the potential that the body bag could become non-intact possibly exposing staff. When placing body bags under stress, staff must wear the following PPE; isolation gown, exam gloves, eye protection, and a droplet mask. This prevents risk of exposure should a bag become non-intact during lifting or movement.
2. Prepare decedent for transport to the morgue
    - If decedent is a coroners case, **do not** remove anything from body.
    - The face of the decedent should be covered temporarily with a disposable surgical mask and placed in a body bag. Enclosing the deceased in a body bag also contains body fluids

to prevent contact. Standard body bags are appropriate for use in suspected or confirmed COVID patients.
    - **Why:** When lifting and moving the body there is the possibility that air may be expelled from the body. Placing a droplet mask over the decedent prevents droplets being expelled during movement.
  - Note: hospital personnel are not obligated to take any additional precautionary measures beyond that outlined in this document as it relates to the preparation and delivery of the decedent to the coroner. Exceptions to this requirement may be considered if the coroner is taking the hospital's morgue overflow. If this is the case hospital personnel may be compelled to abide by further requests of the local coroner. Local hospital leadership will communicate with team members if additional steps are necessary.
3. Any patient medications from home should be wasted within the room in accordance with COVID-19 medication disposal protocols. Do not return medication to family members.
4. Prepare patient belongings;
   - **If next of kin not present;** gather patient belongings and place into sealable plastic bag, place plastic bag with personal effects into the body bag with the patient. Complete personal property inventory form.
   - **If next of kin is present**; staff should place all items into a sealable plastic bag and disinfect the outside of the bag using an approved low level disinfectant. Instruct the family that all items within the bag should be disinfected or laundered before handling and that items should not be taken out until the next of kin has left the property. Complete personal property inventory form.
   - Ensure that patient belongings are not held with police or local security
5. Once the decedent is enclosed in the body bag, thoroughly disinfect the outside of the body bag using approved low level disinfectant wipes.
6. If the patient was tested for COVID19 during their hospital stay, staff preparing the patient should place an orange sticker on the body bag and label with appropriate selection (COVID Confirmed, COVID Pending, or COVID Negative). It is not necessary to test all decedents at this time, and a sticker is not necessary if the patient was not tested for COVID19.
   - **Why:** decedents may not be released to funeral homes without identifying if the decedent has been tested for COVID-19. This process ensures that the receiving party has visual reference for testing status of the decedent.
   - If additional stickers are needed order via eMarketplace #CH11475
7. Refer to local post-mortem care policy for required paperwork that must be completed and placed into a plastic bag and accompany the decedent to the morgue
8. Staff ensure expiration order is documented in chart and in electronic health record
   - Ensure time of death is recorded accurately on the Face Sheet

Transporting the decedent to morgue or designated location:

1. Staff place disinfected body bag on morgue cart and thoroughly disinfect the cart with approved disinfectant.
2. For all movement of the decedent requiring lifting or close-contact with the body bag the following PPE should be worn: gown, gloves, eye-protection, and a droplet isolation mask
   - **Why:** There is potential that a body bag may become non-intact when placed under stress. Moving the decedent between carts and morgue shelves puts stress on the body

bag and creates the potential that the body bag could become non-intact possibly exposing staff. When staff are placing body bags under stress, staff must wear the following PPE; isolation gown, exam gloves, eye protection, and a droplet mask. This prevents risk of exposure should a bag become non-intact during lifting or movement.

3. Staff move morgue cart with decedent into hallway
4. Staff transporting the patient don standard transportation PPE: exam gloves and droplet isolation mask
    - **Why:** Once the body bag has been thoroughly disinfected and zipped shut, the staff do not have contact with the decedent nor is there risk of fluid exposure as the bag is not under stress, in this circumstance gloves and a droplet isolation mask should be worn for staff protection during transport per transport protocol.
5. Staff transporting the patient take receipt of the patient and transport to the morgue or designated location
6. If releasing the decedent to the funeral home/mortuary directly from the patient room:
    - Follow existing policy regarding documentation and burial transit permit
    - Disinfect the mortuary cart just prior to exiting the room
    - Request that mortuary/funeral home staff wear a mast and gloves until they exit the building
7. For all movement of the decedent requiring lifting or close-contact with the body bag the following PPE should be worn: gown, gloves, eye-protection, and a droplet isolation mask
    - **Why:** There is potential that a body bag may become non-intact when placed under stress. Moving the decedent between carts and morgue shelves puts stress on the body bag and creates the potential that the body bag could become non-intact possibly exposing staff. When staff are placing body bags under stress, staff must wear the following PPE; isolation gown, exam gloves, eye protection, and a droplet isolation mask. This prevents risk of exposure should a bag become non-intact during lifting or movement.
    - When the movement of the decedent has finished, follow local PPE re-use protocols
8. Staff transporting the patient then logs the patient into the log book and notifies the funeral home or receiving party

Release of the patient from the morgue, patient room, or designated location to external parties:

1. Funeral home representative or party taking receipt of body contacts transportation or local designee upon arrival
2. Staff informed of funeral home representative arrival calls police dispatch or appropriate local morgue staff member for access to the morgue or designated location
3. Staff representatives and funeral home representative (or identified party) don PPE; Gloves and Droplet isolation masks
    - Funeral home or mortuary representatives should provide their own PPE for movement of decedents.
4. For all movement of the decedent requiring lifting or close-contact with the body bag the following PPE should be worn; gown, gloves, eye-protection, and a droplet isolation mask
    - **Why:** There is potential that a body bag may become non-intact when placed under stress. Moving the decedent between carts and morgue shelves puts stress on the body

bag and creates the potential that the body bag could become non-intact possibly exposing staff. When placing body bags under stress, staff must wear the following PPE; isolation gown, exam gloves, eye protection, and a droplet mask. This prevents risk of exposure should a bag become non-intact during lifting or movement.

- When the movement of the decedent has finished, follow local PPE re-use protocols

5. Decedent identity must be confirmed prior to release to third party. Ensure that the information on the body-bag tag matches the name in the log book prior to release.
6. Confirm that patient's COVID19 test is no longer pending (if applicable, as denoted by presence of orange sticker on body bag) through local process. Document COVID test results by placing a new orange sticker indicating the result of positive or negative, over the original sticker.
7. Facility staff member (Police or other) completes morgue log book and burial transit permit as required by facility policy.
8. If release of the decedent is occurring directly from the patient room; follow the steps listed above in preparing the decedent for travel to the morgue or designated location section and for release of the patient to external parties section
    - Ensure that mortuary cart is thoroughly disinfected before moving out of the patient room.
    - Mortuary staff transporting the patient don standard transportation PPE; exam gloves and droplet isolation mask for transport out of the facility.