

Aurora Sheboygan Clinic — Patient Van Service Guidelines for Inclement Weather:

Equipment Needed:

- Cell Phone
- Patient Contact Information/phone numbers

1. When inclement weather is noted, Van Drivers will need to respond appropriately. Inclement weather is defined as Severe Thunderstorm/Tornado Activity, Blizzard conditions, Heavy Fog, or sleet/ice storms making vehicular travel unsafe. IT IS ALWAYS UP TO THE DISCRETION OF THE DRIVER TO DETERMINE COMFORT LEVEL WITH WEATHER CONDITIONS AND SAFE DRIVING.
2. If the driver deems that the Van should not be driven due to weather concerns, a phone call to the Supervisor/Manager of Plant Services should be made immediately. A second phone call should be made to the Outpatient Surgery Center in Plymouth by calling **893-4749** as soon as possible. A third and final phone call should be made to the clinic Ophthalmology department's CSR (Karen Hilbelink or Susan Pitcher) by calling **457-4461 x1270**. The CSR will make the appropriate phone calls to the patients asking them to contact their "back-up" driver or consider postponing their procedure due to the weather. If the driver has time, the CSR may ask them to call the patients who were scheduled for pick-up that day.
3. If the driver is already "on the road" when inclement weather begins/is noted, the driver should complete the route whenever possible and seek shelter either at the Outpatient Surgery Center or at the Sheboygan Clinic. If a Tornado/Severe Thunderstorm is sighted, please use common sense to seek shelter and protect the patients who are riding in the van appropriately. Contact by phone should then be made as described above in #2.

Source: Aurora Sheboygan (WI) Clinic.

Aurora Sheboygan Clinic — Patient Van Service Guidelines for Handling Blood/Body Fluids:

Equipment Needed:

- Gloves
- Red Bags
- Disinfectant wipes/spray
- Emesis basin(s)
- 4X4 Gauze pads
- 1 Roll of surgical tape
- Alcohol based hand-sanitizer

1. When the need arises to handle a blood or body fluid incident within the confines of the transport Van, please safely pull over to the side of the road as needed. Put on a pair of gloves and assist the patient as needed.
2. All waste materials (Kleenex, emesis basin, gloves, wipes, etc.) must be placed in a red bag. The driver and/or patient should utilize the hand-sanitizer as needed to disinfect their hands when blood/body fluid handling is complete.
3. If the driver feels that more assistance is necessary (surgical site bleeding, etc.), a call should be placed to the Outpatient Surgery Center immediately. **920-893-4749**. Please ask for Debbi Ninnemann or any RN within the outpatient surgery department. If unable to obtain assistance, the second call should be handled by a Nursing Supervisor at the clinic. A complete listing with pager #'s and phone #'s is included on the reverse side of this page.
4. When the driver returns to either the Outpatient Surgery Center or the clinic, the entire RED Bag must be disposed of properly in the appropriate waste can. Please ask site Plant Services for direction on proper disposal/placement.

Source: Aurora Sheboygan (WI) Clinic.