

## **SURGE PROTOCOL FOR HOSPITALS**

**This protocol has been prepared for hospitals to address the anticipated surge in deaths during the COVID-19 pandemic, for which a Surge Center will be used to house decedents.**

### **Storage Cases**

- Hospitals will call 312-997-4418 and fax over the DC and patient information sheet (face sheet) as normally done to the Medical Examiner's (ME) office.
- ME office staff will generate and issue storage case numbers for approved storage cases.
- ME office forensic technician will generate a spreadsheet of the cases that have been approved.
- Once approved, the case numbers need to be listed on the **"Surge Center Trailer Inventory Form"** and bodies moved to the refrigerated truck or picked up by a refrigerated truck for transport to the Surge Center.
- Hospital staff will remove personal effects, place in a bag, and tape bag to the body.**
- Original death certificates on approved storage cases and the **"Surge Center Trailer Inventory Form"** will be placed in an envelope and handed to refrigerated truck transport staff.

### **Medical Examiner's case (Record Reviews)**

- Hospital staff report COVID positive deaths to the investigations section (312-666-0200) as normally done and case information taken by Medical Examiner (ME) investigators, medical records faxed and medical examiner case numbers issued.
- These cases are ideally picked up by funeral homes and not transported to the office.
- In a surge situation, hospital staff will be required to report to the ME investigator that these cases need to be transported to the Surge Center.
- ME investigators will transfer call to ME forensic technician staff who will generate a spreadsheet with the name of the deceased, the ME case number, and the location.
- The case numbers need to be listed on the **"Surge Center Trailer Inventory Form"**, and bodies moved to the refrigerated truck or picked up by a refrigerated truck for transport to the Surge Center.
- Hospital staff will remove personal effects, place in a bag, and tape to the body.**
- "Surge Center Trailer Inventory Form"** will be placed in an envelope and handed to refrigerated truck transport staff.

**Hospitals will continue to use their normal transport agencies when there are less than five (5) decedents needing to be moved to the Surge Center.**