



Standard Operating Procedure

SITE: SIH Nursing	EFFECTIVE DATE: 8/31/2021
SUBJECT: Two-person COVID meal tray pass	REVISION DATE:
DOCUMENT NUMBER:	LOCATION OF TEMPLATE:
AUTHORIZED BY:	DATE:
SOP OWNER: Tera Lannom	

Activity / Task	
1	Two staff members assigned to complete tray pass
2	One staff member to don appropriate PPE: N95 with face shield or CAPR, gown, and gloves to deliver trays to COVID positive patients. The second staff member will wear standard PPE of facemask and hand the trays from the cart to the donned staff member.
3	Donned staff member to deliver tray to patient, taking precaution to not contaminate self. If patient requests non-urgent/emergent assistance, donned staff person to request other staff to assist patient.
4	After tray is delivered, donned staff member removes gloves, performs hand hygiene, and exits room.
5	Donned staff member prepares to enter next patient room by performing hand hygiene and donning gloves. Second staff member hands the tray to the donned staff member and the process repeats until all COVID trays are delivered.