

**The Substance Abuse and Mental Health Services Administration (SAMHSA)**  
**Division of Pharmacologic Therapies (DPT)**  
**Center for Substance Abuse Treatment (CSAT)**

**I. OTP Guidance for Patients Quarantined at Home with the Coronavirus**

1. Document that the patient is medically ordered to be under isolation or quarantine. When possible confirm source of information- e.g.: doctor's order, medical record. Ensure the documentation is maintained in the patient's OTP record.
2. Identify a trustworthy, patient designated, uninfected 3<sup>rd</sup> party, i.e. family member, neighbor, to deliver the medications using the OTP's established chain of custody protocol for take home medication. This protocol should already be in place and in compliance with respective state and DEA regulations. OTPs should obtain documentation now for each patient as to who is designated permission to pick up medication for them and maintain this process of determining a designee for any new patients.
3. If a trustworthy 3<sup>rd</sup> party is not available or unable to come to the OTP, then the OTP should prepare a "doorstep" delivery of take home medications. Any medication taken out of the OTP must be in an approved lock box.
  - The OTP should always communicate with the patient prior to delivery to reduce risk of diversion. This may involve, but is not limited to:
    - a. Call placed to the patient prior to staff departure to deliver the medication ensuring that the patient or their approved designee is available to receive the medication at the address provided by the patient and recorded in the patient's OTP medical record.
    - b. Upon arrival, medication is delivered to the patient's residence door and another call is made to the patient/designee notifying that the medications are at the door.
    - c. The OTP staff is to retreat a minimum of 6 feet to observe that the medications are picked up by the patient or the designated person to receive the medications. The OTP staff person must ask the person who is retrieving the medication to identify themselves. Staff should determine that the person appearing to retrieve the medication is the patient or the person named by the patient as having permission to do so. The OTP staff who deliver the medication remain until observed retrieval of the medication by the designated person takes place, and then documents confirmation that medications were received by the individual identified as permitted to pick up the medication.

- d. Do not leave medication in an unsecured area. OTP staff must remain with the medication until the designated individual arrives and retrieves the medication.
- e. If the person who is to receive the medication is not at the designated location, an attempt should be made to reach the person. If the person does not arrive timely (this wait period will need to be determined by OTP staff), then the staff person must bring the medication back to the OTP where it will be stored in the pharmacy area until a determination is made as to whether another attempt will be made to deliver medication. Any medication returned to the OTP must be logged in. The medication delivery and pick up by the designated person or return of medications to the OTP must be documented in the patient's OTP record and appropriate pharmacy records.