



Preparedness Needs Checklist for Respiratory Infections in Long-Term Care Settings

Development of a Written Preparedness Plan

A copy of the COVID-19 preparedness plan is available at the facility and accessible by staff.

Completed In Progress Not Started

Relevant sections of federal, state, regional, or local plans for COVID-19 or pandemic influenza are reviewed for incorporation into the facility's plan.

Completed In Progress Not Started

The plan identifies the person(s) authorized to implement the plan and the organizational structure that will be used.

Completed In Progress Not Started

Elements of a Preparedness Plan

A plan is in place for protecting residents, healthcare personnel, and visitors from respiratory infections, including COVID-19 and influenza.

Completed In Progress Not Started

A person has been assigned responsibility for monitoring public health advisories (federal and state).

Completed In Progress Not Started

The facility has a system to monitor for, and internally review, development of respiratory infections among residents and healthcare personnel in the facility. See CDC guidance on respiratory surveillance: <https://www.cdc.gov/longtermcare/pdfs/LTC-Resp-OutbreakResources-P.pdf>.

Completed In Progress Not Started

The facility has infection control policies that outline the recommended Transmission-Based Precautions that should be used when caring for residents with respiratory infections.

Completed In Progress Not Started

The plan outlines a process for cohorting confirmed or suspected cases.

Completed In Progress Not Started

The facility reviews IPC guidance for healthcare facilities caring for residents with respiratory infections.

Completed In Progress Not Started



Facility Communications

A point of contact during respiratory illness outbreaks has been identified.

Completed In Progress Not Started

A person has been assigned responsibility for communications with public health authorities.

Completed In Progress Not Started

A person has been assigned responsibility for communications with staff, residents, and their families regarding the status and impact of an outbreak in the facility.

Completed In Progress Not Started

Contact information for family members or guardians of residents is up-to-date.

Completed In Progress Not Started

A list has been created of other healthcare entities and their points of contact with whom it may be necessary to maintain communication during an outbreak (other long-term care and residential facilities, emergency medical services, local and state health department).

Completed In Progress Not Started

The facility has materials prepared for posting if it is necessary to close the facility to the public and/or visitors. A public communication plan has been developed.

Completed In Progress Not Started

Supplies and Resources

Alcohol-based hand sanitizer is available in resident rooms, resident care areas, and common areas.

Completed In Progress Not Started

Sinks are stocked with soap and paper towels.

Completed In Progress Not Started

Signs are posted immediately outside of resident rooms indicating appropriate IPC precautions and necessary PPE.

Completed In Progress Not Started

Tissues and facemasks are available near entrances and common areas with no-touch receptacles for disposal.

Completed In Progress Not Started

The facility has an appropriate supply of facemasks, respirators (if available and the facility has a respiratory protection program with trained, medically cleared, and fit-tested HCP), gowns, gloves,



and eye protection. Staff training records for donning and doffing PPE are available.

Completed In Progress Not Started

Occupational Health

The facility has a sick leave policy that is non-punitive, flexible, and consistent with public health policies that allow ill healthcare personnel to stay home when sick.

Completed In Progress Not Started

Staff and personnel regularly monitor themselves for symptoms of illness and report symptoms to an immediate supervisor.

Completed In Progress Not Started

The facility has a plan for monitoring and assigning work restrictions for ill and/or exposed healthcare personnel (See: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>).

Completed In Progress Not Started

Education and Training

The facility provides education and training to healthcare personnel, residents, and family members of residents to provide understanding and basic prevention and control measures for respiratory illnesses (including COVID-19 and pandemic influenza).

Completed In Progress Not Started

A person has been designated for coordination of education and training on respiratory illnesses; maintains a record of staff attendance.

Completed In Progress Not Started

Language and reading-level appropriate resources have been identified to supplement and support education and training programs to staff, residents, and family members, and are available to distribute if needed.

Completed In Progress Not Started

Surge Capacity

A contingency staffing plan is in place identifying minimum staffing requirements in the event of a surge.

Completed In Progress Not Started

A person has been assigned responsible for performing daily assessments of staffing status and needs during a surge.



Completed In Progress Not Started

The staffing plan includes strategies for collaborating with local and regional emergency preparedness and health organizations in the event of a crisis.

Completed In Progress Not Started

Estimates have been made of the quantities of essential medical equipment, supplies, resident care materials, and PPE that would be needed in the event of a surge/outbreak.

Completed In Progress Not Started

A strategy has been developed for how priorities would be made in the event there is a need to allocate equipment, pharmaceuticals, and other resources.

Completed In Progress Not Started

Plans for expanding morgue capacity has been discussed with local and regional planning contacts.

Completed In Progress Not Started

References

Centers for Disease Control and Prevention. (n.d.). Coronavirus Disease 2019 (COVID-19). Centers for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.