

## Coronavirus Preparedness Checklist

Activity	Checklist	Recommendations	Resources
<b>Screening</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify who will be screened (e.g. all patients, all visitors, vendors)</li> <li><input type="checkbox"/> Identify which time points screening will take place</li> <li><input type="checkbox"/> Identify who will be performing screening (e.g. receptionist, MAs)</li> <li><input type="checkbox"/> Identify appropriate screening questions</li> <li><input type="checkbox"/> Identify how positive screenings will be escalated and communicated</li> <li><input type="checkbox"/> Stay-up-to date on latest information on local risk levels and CDC recommendations. Adapt and update screening protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Consider screening all patients and visitors upon entrance to practice setting (see sections below on methods to prevent non-essential persons from entering setting).<sup>i</sup></li> <li>• Consider screening as early as you can. If possible, screen before persons enter areas where patients are present.<sup>ii</sup></li> <li>• Consider signage, patient reminder calls, phone wait and answering message, other forms of communication instructing individuals with fevers/recent history of travel to call first. <sup>2</sup></li> <li>• Consider using “COVID-19 Screening Reference Tool” (see resources).</li> <li>• Plan for positive screening response should include methods for non-clinical staff to escalate to clinical and for clinical personnel to seek guidance of local health authorities when appropriate.</li> </ul>	<p>COVID-19 Screening Reference Tool available on Customer Center</p> <p><a href="#">Interim Infection Prevention and Control Recommendations for Patients with Confirmed Coronavirus Disease 2019 (COVID-19) or Persons Under Investigation for COVID-19 in Healthcare Settings</a></p> <p><a href="#">Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 (COVID-19) Exposures: Geographic Risk and Contacts of Laboratory-confirmed Cases</a></p>

	<p>and tools accordingly</p>	<p>(see “COVID-19 Screening Reference Tool”).</p> <ul style="list-style-type: none"> <li>Refer to relevant CDC pages (see resources) and local recommendations daily.</li> </ul>	<p><a href="#">Evaluating and Reporting Persons Under Investigation CDC</a></p> <p><a href="#">Coronavirus Disease 2019 Information for Travel</a></p>
<p><b>Signage and hand-outs</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify appropriate signage for your setting and where will it be posted</li> <li><input type="checkbox"/> Identify appropriate hand-outs for your setting</li> </ul>	<ul style="list-style-type: none"> <li>Post screening questions with practice-specific instructions on next-steps outside of the clinic, at check-in and other strategic locations to receive information as early as possible.<sup>1</sup></li> <li>Post changes in visitor policy as applicable outside and in waiting areas (see resources).</li> <li>Have isolation and PPE signage available to post outside of private rooms (see resources).</li> <li>Place information on hand hygiene and cough etiquette such as CDC “Stop the Germs” poster in high visibility locations and/or have copies available to provide to patients in languages commonly spoken at your practice<sup>iii</sup> (see resources).</li> <li>Consider use of CDC handouts to communicate about COVID-</li> </ul>	<p>COVID19 Screening Reference Tool available on the Customer Center</p> <p>COVID19 Visitor Guide available on the Customer Center</p> <p><a href="#">CDC Communication Tools Page Printable PDF in Multiple Languages Videos More</a></p> <p><a href="#">Airborne Precaution Sign</a></p> <p><a href="#">Droplet Precautions Sign</a></p> <p><a href="#">Cover Your Cough CDC</a></p> <p><a href="#">Stop the spread of germs CDC</a></p> <p><a href="#">Handwashing CDC</a></p> <p><a href="#">Keep calm and wash your hands CDC</a></p>

		<p>19 to staff and/or patients (see resources).</p>	<p><a href="#">What you need to know about coronavirus disease 2019 (COVID-19) CDC</a></p>
<p><b>Visitor policies</b> <b>Vendors</b></p>	<ul style="list-style-type: none"> <li>□ Establish policy for visitors (e.g. how many should be permitted to accompany a patient, what exceptions will be made if any, decision makers for exceptions)</li> <li>□ Establish plan for communication of changes in policy to patients</li> </ul>	<ul style="list-style-type: none"> <li>• Discourage visitation and begin screening visitors even before COVID-19 is identified in their community.<sup>1</sup></li> <li>• Consider canceling all non-essential visits by vendors or representatives.</li> <li>• Considering restricting visitors with recent travel to high risk areas or symptoms to enter.<sup>1</sup></li> <li>• Consider using alternative methods for visitation (e.g., video conferencing).<sup>1</sup></li> <li>• Send communication to patients and families of changes to visitor policies prior to arrival at practice setting.<sup>1</sup></li> <li>• Post signs at the entrances to the facility instructing visitors not to enter if they have fever or symptoms of a respiratory infection.<sup>1</sup></li> <li>• Consider having visitors sign visitor logs in case contact tracing becomes necessary.<sup>1</sup></li> </ul>	

		<ul style="list-style-type: none"> <li>• When allowed, visitors should be encouraged to frequently perform hand hygiene and limit their movement and interactions with others in the facility.<sup>1</sup></li> </ul>	
<p><b>Sick, work from home and business travel policies</b></p>	<ul style="list-style-type: none"> <li>□ Establish policy for non-essential travel, work from home, and sick leave for employees</li> </ul>	<ul style="list-style-type: none"> <li>• Consider sick leave policies that are non-punitive, flexible and consistent with public health policies that allow ill healthcare personnel (HCP) to stay home. HCP should be reminded to not report to work when they are ill.<sup>3</sup></li> <li>• Create a list of non-essential personnel/those who can work remotely, as well as equipment and access needed to continue operations remotely.</li> <li>• Consider cancelling all non-contractual student observations.</li> <li>• Consider cancelling all large group meeting (greater than 25 people) in the affected areas.</li> <li>• Communicate regularly and ensure staff are aware of policies. <sup>3</sup></li> </ul>	<p><a href="#">Steps Healthcare Facilities Can Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)</a></p>
<p><b>Phone triage</b></p>	<ul style="list-style-type: none"> <li>□ Identify strategies to encourage phone triage of symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Direct patients with symptoms and/or suspected exposure to contact office for phone triage.<sup>3</sup></li> </ul>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designate nursing staff for triage responsibilities (if not established at practice setting)</li> <li><input type="checkbox"/> Ensure triage staff has access to appropriate screening tools, guidelines, contact numbers for public health officials</li> </ul>	<ul style="list-style-type: none"> <li>• Consider calling patients the day before scheduled visit to phone triage prior to arrival.</li> </ul>	
<p><b>Rescheduling and alternative visits</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish policies for rescheduling</li> <li><input type="checkbox"/> Identify options for telehealth</li> </ul>	<ul style="list-style-type: none"> <li>• Consider proactively rescheduling routine one-year follow up visits (e.g. reschedule for March and April visits to late June/early July).</li> <li>• Consider rescheduling patients with recent travel to countries with outbreak to at least 14 days after return.<sup>2</sup></li> <li>• If it is impractical to reschedule a patient with suspected COVID-19, coordinate with patients to be prepared for their arrival. Reschedule visits to end of day and meet patients outside and initiate isolation precautions. Or consider triaging them to a more appropriate setting.<sup>2</sup></li> <li>• If patients are canceled due to known or suspected infection,</li> </ul>	<p><a href="#">Traveler Info Card</a></p>

		<p>contact local health authorities for further direction.</p> <ul style="list-style-type: none"> <li>• If available, consider use of telehealth visit as appropriate<sup>3</sup>.</li> </ul>	
<p><b>Isolation/PPE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designate rooms/areas to be used for isolation</li> <li><input type="checkbox"/> Ensure clinical staff are familiar with PPE for contact, droplet, and airborne precautions</li> <li><input type="checkbox"/> Review proper procedures for putting on and taking off PPE</li> <li><input type="checkbox"/> Conduct an inventory of PPE</li> <li><input type="checkbox"/> Identify the type of precautions for which the practice setting is currently equipped</li> <li><input type="checkbox"/> Stay up to date on CDC recommendations for PPE and isolation precautions</li> </ul>	<ul style="list-style-type: none"> <li>• Become familiar with “Precautions for Symptomatic Patients” document (see resources).</li> <li>• Consider isolating patients with respiratory symptoms in a private room with door closed immediately upon becoming aware.<sup>2</sup></li> <li>• If isolation is not feasible for symptomatic patients, designate a well-ventilated space in waiting areas for ill patients to sit separated from other patients by at least 6 feet. Alternatively, medically stable patients might opt to wait in their personal vehicle or outside the healthcare facility where they can be contacted by mobile phone when an isolation room is available.<sup>2</sup></li> <li>• Patients with respiratory symptoms should be brought back to an appropriate treatment area as soon as possible in order to minimize time in waiting areas.<sup>2</sup></li> </ul>	<p>Precautions for Symptomatic Patients available on the Customer Center</p> <p><a href="#">FAQ for Proper PPE</a></p> <p><a href="#">Airborne Precaution Sign</a></p> <p><a href="#">Droplet Precautions Sign</a></p>

		<ul style="list-style-type: none"> <li>• Limit movement of patients with respiratory symptoms throughout the facility, for example if patient is to have labs drawn, make arrangement for phlebotomist to come to room.</li> <li>• Consider use of signage for reference on PPE procedures (see signage section above).</li> <li>• Consider designating staff to steward supplies.<sup>2</sup></li> </ul>	
<p><b>Local contacts and required reporting</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create and maintain emergency contact list and ensure the lists are accessible in key locations in your practice setting</li> <li><input type="checkbox"/> Establish/maintain relationships with key healthcare and public health partners in your area.</li> <li><input type="checkbox"/> Stay up to date on plans for managing infected patients and accepting transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and continuously update emergency contact lists for key partners.<sup>iv</sup></li> <li>• Consider, proactively contacting sites of referral to stay up to date on their policies for managing and accepting patients.<sup>3</sup></li> </ul>	<p><a href="#">State Health Department Contacts</a></p>
<p><b>Documentation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Decide upon standards for</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend establishing policy for positively screened patients.</li> </ul>	

	documentation surrounding screening	Include what actions were taken (e.g. notified state/local officials, disposition to ED or PCP, recommend self-quarantine, etc.).	
<b>Cleaning</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure relevant staff are familiar with cleaning and disinfecting procedures</li> <li><input type="checkbox"/> Conduct a full inventory of appropriate cleaning supplies</li> <li><input type="checkbox"/> Coordinate with EVS regarding cleaning procedures and supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Become familiar with “Precautions for Symptomatic Patients” document (see resources).</li> <li>• For suspected or confirmed COVID-19, disinfect areas of patient contact and at least 6 feet in all directions from patient location.</li> <li>• Consult EVS and EPA references for proper cleaning guides.</li> </ul>	<a href="#">EPA's Registered Antimicrobials for COVID-19</a>
<b>Employee exposure</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create protocol that outlines the steps to take in case of an exposure at your setting including contact tracing and notification</li> </ul>	<ul style="list-style-type: none"> <li>• Identify who is responsible for:               <ul style="list-style-type: none"> <li>○ Contact tracer of who was (potentially) exposed.</li> <li>○ Notification of Health Department.</li> <li>○ Notification to Human Resources for employee exposures.</li> </ul> </li> </ul>	<a href="#">State Health Department Contacts</a>
<b>Staying informed on</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify list of relevant information</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the rapidly changing environment, it is</li> </ul>	<a href="#">CDC Coronavirus situation summary</a>

<p><b>risk level and updates</b></p>	<p>sources for your area</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a plan to routinely check/ stay informed of changes</li> </ul>	<p>recommended you check back with the CDC daily.</p>	<p><a href="#"><u>Interim Infection Prevention and Control Recommendations for Patients with Confirmed Coronavirus Disease 2019 (COVID-19) or Persons Under Investigation for COVID-19 in Healthcare Settings.</u></a></p>
<p><b>Internal communication and decision making</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be prepared by having and/or reviewing an internal emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>• Create emergency contact list with key stakeholders, make available at all facilities.</li> </ul>	
<p><b>Media policy</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify policy and/or person(s) responsible for media inquiries</li> </ul>		

<sup>i</sup> Centers for Disease Control and Prevention (2020, March 10). *Interim Additional Guidance for Infection Prevention and Control for Patients with Suspected or Confirmed COVID-19 in Nursing Homes.* <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>

<sup>ii</sup> Centers for Disease Control and Prevention (2020, March 10). *Interim Additional Guidance for Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed COVID-19 in Outpatient Hemodialysis Facilities.* <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/dialysis.html>

<sup>iii</sup> Centers for Disease Control and Prevention (2020, March 10). *Steps Healthcare Facilities Can Take Now to Prepare for Coronavirus Disease 2019 (COVID-19).* <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/steps-to-prepare.html>

<sup>4</sup>Centers for Disease Control and Prevention (2020, March 10). *Information for Health Departments on Reporting a Person Under Investigation (PUI), or Presumptive Positive and Laboratory-Confirmed Cases of COVID-19* [https://www.cdc.gov/coronavirus/2019-ncov/php/reporting-pui.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fcase-report-form.html](https://www.cdc.gov/coronavirus/2019-ncov/php/reporting-pui.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fcase-report-form.html)