

PANDEMIC PREPAREDNESS CHECKLIST

This information is not being provided as a list of recommendations but as an additional resource to serve your organization or be tailored as you choose for pandemic preparedness.

Internal Meetings/Strategies

At the earliest sign that a virus is spreading, discuss “in the event” topics at early Director/Administrator/Staff meetings and develop plans and procedures related to them, including:

- ✓ Regularly review CDC and WHO recommendations as well as updates with city, county, state and federal agencies (subscribe to email or text alert updates)
- ✓ Review prevention methods, conduct additional training and in-service sessions
- ✓ Regular communication with families and with staff (at least a weekly email/text update for families and updated bulletins for staff)
- ✓ Review admission, readmission and assessment protocol
- ✓ Develop protocol for dealing with symptomatic residents—disseminate it
- ✓ Consider possible visitation limitations—logistics, flexibility
- ✓ Consider possible cessation of marketing, tours and move-ins
- ✓ Understand and adhere to reporting procedures—licensing, county department of health
- ✓ Formulate staffing schedules and emergency staffing plans
- ✓ Formulate disinfection schedules and supply PPE (personal protective equipment)
- ✓ Inventory supplies/preparation for emergencies and potential stockpiling, including PPE
- ✓ Formulate realistic budgets

Communication

The facility should address and communicate regarding a pandemic threat as early as possible.

- ✓ Begin implementing the above and communicating with families (via email, text or in by phone) about staying away when signs of any virus are present (pay attention to fever, cold or flu symptoms, in particular).
- ✓ The facility should have signs in place for the flu season, but the new signs should be less of a suggestion and more of a list of prohibited conditions when visiting if a pandemic is threatened.
- ✓ Email and/or text communication to all families.
- ✓ Provide ongoing updates by email and/or text to families about what is being monitored by the facility and the guidelines being followed.

Infection Prevention

Keep current with the regulatory guidelines for your industry regarding infection prevention.

- ✓ Discontinue all non-essential visitors.
- ✓ Discontinue all tours.
- ✓ Hold additional in-services about universal precautions and infection control and have updated protocol review.
- ✓ Staff must sign for receipt of training materials.
- ✓ Continue to monitor residents for symptoms of the cold and the flu, and take daily temperatures of all residents (use touchless thermometers to check the temperature).
- ✓ Elevated temperature OR signs of a cold or the flu require notification to the families and the physicians for instruction and resident will be monitored in the room as much as possible.

- ✓ Elevated temperature (100.4 or above) AND a cold or the flu symptoms require an assessment by a medical professional.
- ✓ Monitor all staff and visitors for signs and symptoms of the cold and the flu AND for anyone entering the building, including Director/Administrator (use touchless thermometers to check the temperature).
- ✓ No one can enter the building if they are symptomatic or if they have an elevated temperature.
- ✓ Implement quarantine and isolation protocols under CDC guidelines for infected residents or staff.
- ✓ Implement hand-sanitizing procedures, especially as part of an activities program at the end of each activity and prior to meals.
- ✓ Activities personnel coordinate FaceTime and video chat with families and residents to maintain the emotional connection and to ensure the well-being of residents and families.
- ✓ **VERY IMPORTANT!** Document your protocols and procedures and demonstrate how they were carried out, i.e. through logs, sign in/out sheets, emails, etc. Or if you there were impediments to carrying them out, what were they and what did you do to rectify, substitute or as a stop-gap measure.

Staffing

You may face staffing shortages or other challenges.

- ✓ Prepare the staff for changes regarding work schedules such as, accommodating alternate schedules, working flexible and overtime hours to cover for other staff members who are ill or have childcare issues as schools begin to close for an extended period of time.
- ✓ Consider sources for additional staffing whether through temporary agencies, training programs, CNA programs, home health organizations or volunteer or religious organizations.

Supplies

Regularly monitor your supplies and have extra in case of shortages.

- ✓ On a weekly basis increase all of our orders for food and supplies by 10 - 20% to ensure the facility will not be faced with a shortage.
- ✓ Order and stock Personal Protective Equipment (PPE).
- ✓ Communicate appropriate usage and disposal of PPE to staff.
- ✓ **VERY IMPORTANT!** Document supplies rigorously and assign specific staff members to handle each area (i.e. floor, kitchen, janitorial), state reasons for shortages, if any.

Communication, Transparency & Collaboration

As the Executive Director/Administrator, it is important to communicate regularly and clearly about the current situation, what the facility is doing to mitigate the circumstances and what the facility is asking the families and staff members to do to optimize the health and safety of the community. Clear and honest communication helps everyone to understand what is going on and to become part of the team.

- ✓ Communicate regularly and clearly about the situation and what the facility is doing
- ✓ Touch base with staff and residents regarding their mental health and well-being.