

CORONAVIRUS COVID-19 HOMECARE AND HOSPICE CHECKLIST

What You Should Be Doing Now as of 3/3/2020

ACTION	YES	NO	COMPLETION DATE	COMMENTS
PLAN				
1. Review your Emergency Plan/Continuity of Operations Plan.				
2. Update your Plan to reflect changes based on your review and current situation.				
3. Update all workforce/volunteer contact information.				
4. Coordinate with local emergency operations/ local health department/health care coalition				
5. Review personnel policies with regard to use of personal time, sick time, overtime. Develop contingency policies.				
6. Check with your vendors about supply chain especially those that provide you with medications for your patients.				
7. Plan to address workforce shortages. Contract with other agencies for additional workforce.				
8. Develop a plan to cross train workforce wherever possible, including volunteers.				
9. Develop a questionnaire to identify which				

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workforce members are available to work extra and flexible hours. Also identify workforce members that may be employed by another health care provider as they may have a commitment to that organization in an emergent situation.				
10. Help your workforce develop a plan for their families.				
PATIENT CARE				
1. Assess your Patient Classification Levels for possible triage and keep hard copy easily accessible. Do this on a regular basis while we are in this current situation.				
2. Identify patient family members who may be able to take on more care responsibility if necessary.				
3. Develop a Succession Plan.				
a. List names and responsibilities.				
b. Get governing authority approval.				
4. Begin to develop plans for possible surge capacity based on staffing and patient classification levels. This means forecasting with a possible significantly reduced workforce.				
5. Develop alternate staffing patterns such as				

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longer days.				
6. Begin asking questions at each visit about any travel (patient, family, and friends) that has occurred within the last 14 days. (Travel history to China, Iran, Italy, South Korea, Japan.) Have a process for possible identification of COVID-19 patients.				
SITUATIONAL AWARENESS				
1. Communicate with local emergency preparedness organizations.				
2. Read daily updates from CDC and World Health organization.				
3. Be aware of state updates, resources and communications.				
INFECTION CONTROL AND PREVENTION				
1. Educate/re-educate workforce in the following:				
- Standard Precaution.				
- Transmission- based precautions such as				
o contact,				
o droplet, and				
o airborne.				
2. Review Nursing Bag Technique with all				

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field personnel.				
3. Download multi-lingual patient seasonal influenza information and distribute to patients and their family members.				
4. Re-educate workforce on handwashing protocols using running water and waterless hand sanitizers.				
5. Offer seasonal influenza vaccination to workforce and patients.				
6. Check PPE supplies and dates. Move outdated to back and label as outdated but do not discard at this time.				
7. Educate workforce again in donning and doffing of PPE and in sequential order.				
8. Review your infection control policies for surveillance, recognition, identification and reporting requirements for workforce and patients.				
9. Have a process to monitor and report any workforce or patient illnesses in your organization.				
10. Develop an occupational health plan and policies for any workforce members with an exposure to COVID-19.				