



EMERGENCY PREPAREDNESS PLAN

CORONAVIRUS COVID-19

- Prepare Staff
 - Follow Coronavirus Operational Protocols 3/12/20
 - Acknowledge the current situation and share only verified facts.
 - It's important that any staff who are sick stay home.
 - Refresh staff with reminder trainings on hand hygiene and proper use of personal protective equipment, and their responsibility to stay home when sick.
 - Inform staff about the importance of proper cleaning.
- Ask non-essential individuals to avoid visiting your facility for the time being.
 - Follow Coronavirus Operational Protocols 3/12/20
 - Explain this to residents' family members and friends
 - Set up/help facilitate alternative forms of communication for residents: video, phone, or other methods
 - Talk to residents about individuals who may still need to come in.
- Screen individuals who need to enter the building—including staff—for possible exposure to COVID-19.
 - Follow Coronavirus Operational Protocols 3/12/20
 - Any individual who checks YES to any questions on the screening tool should not be permitted to enter the facility.
 - Any individuals that is permitted to enter should wash their hands or use hand sanitizer upon entrance and throughout their stay.
- Restrict group activities within and outside the building.
 - Avoid trips into the community at-large where there might be a lot of people.
 - Exercise caution in group activities and dining within the facility.
 - Cancel activities with outside volunteers (e.g., school bands/choirs, pet therapists).
- Take stock of your personal protective equipment. If you are running low on supplies, or worried about running low, take these steps in this order:
 - Work to preserve your supply by adjusting your practices to conduct multiple activities per visit to an infected patient's room
 - Contact the local health department for guidance
- Communicate, communicate, communicate
 - Create a communication plan for all stakeholders.
 - Make sure you have current emergency contact information for family members and loved ones.
 - Keep residents and family members informed about efforts you're taking and any new developments. Send formal letter to residents, families and providers.
 - Prepare for media inquiries.
 - Use NCAL documentation for non-impacted facilities.
 - Use NCAL documentation for impacted facilities, if needed.

If a staff member shows symptoms: Have them put on a mask and go home immediately.

If a resident shows symptoms: Implement droplet precaution procedure, move them to their apartment, implement isolation procedures and contact the local health department.