

## 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.
  - Any individual that is permitted to enter must first get a negative result on a rapid test. 11/24/2020
- 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:** Test them (11/24/2020), continue masking. If positive for COVID or symptomatic of something else have them go home immediately.

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