



COVID-19 Long-Term Care Facility Preparedness Checklist

All Los Angeles County healthcare facilities need to be prepared for patients with suspected or confirmed COVID-19. The general strategies CDC recommends to prevent the spread of COVID-19 are the same strategies long-term care facilities (LTCF) use every day to detect and prevent the spread of other respiratory viruses like influenza.

Facilities should ensure their staff are trained, equipped and capable of practices needed to:

- prevent the spread of respiratory viruses including COVID-19 within the facility
- promptly identify and isolate patients with possible COVID-19 and inform the correct facility staff and public health authorities care for a limited number of patients with known or suspected COVID-19 as part of routine operations
- potentially care for a larger number of patients in the context of an escalating outbreak
- monitor and manage any healthcare personnel that might be exposed to COVID-19
- communicate effectively within the facility and plan for appropriate external communication related to COVID-19.

The following checklist does not describe mandatory requirements or standards, rather it highlights some important areas for LTCFs to review in preparation for potential COVID-19 once a person under investigation (PUI) is identified.



COVID-19 Long-Term Care Facility Preparedness Checklist

Facility Name: _____

Observer(s) Name: _____

Date and time of on-site inspection: _____

Bed Capacity: _____ Current Census: _____

Elements to be assessed

GETTING READY

- Post signs at facility entrance instructing visitors not to enter if they have fever, cough or shortness of breath.
- Screen visitors for the following: international travel within the last 14 days to restricted countries (For updated information on restricted countries visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) and contact with someone who is confirmed or under investigation for COVID-19. Refer to the CMS Guidance for Infection Control and Prevention of COVID-19 in nursing homes: <https://www.cms.gov/medicareprovider-enrollment-and-certificationsurveycertificationgeninfopolicy-and/qso-20-14-nh.pdf>
- Keep residents and employees informed about COVID-19 updates.
- Educate staff not to come to work if they have fever, cough or shortness of breath. Ensure sick leave policies allow employees to stay home if they have symptoms of respiratory infection.
- Make contingency plans for increased absenteeism caused by employee illness or illness in employees' family members that would require them to stay home, including extending hours, cross-training current employees, or hiring temporary employees.
- Assess all patients daily and upon admission for symptoms of fever, cough and shortness of breath.
- Facility has a specific plan for managing patients with suspected or confirmed COVID-19 (i.e. plan for cohorting staff and residents if needed).
- Facility has a surge plan for emerging infectious diseases, particularly suspected or confirmed COVID-19 patients.

DECREASING THE RISK OF COVID-19 SPREAD IN YOUR FACILITY

Infection prevention and control policies and training for healthcare personnel (HCP):

- Facility provides education and job-specific training to HCP regarding COVID-19, including:
 - Signs and symptoms and modes of transmission of infection
 - Correct infection control practices and personal protective equipment (PPE) use.



COVID-19 Long-Term Care Facility Preparedness Checklist

- HCP sick leave policies and recommended actions for unprotected exposures (e.g., not using recommended PPE, an unrecognized infectious patient contact)
- How and to whom COVID-19 cases should be reported

- Designate staff who will be responsible for caring for suspected or known COVID-19 patients. Ensure they are trained on the infection prevention and control recommendations for COVID-19 and proper use of PPE.

Hand Hygiene (HH)

- HH supplies, including alcohol-based hand sanitizer are readily accessible in-patient care areas, including areas where HCP remove PPE.
- Facility has a process for auditing adherence to recommended HH practices by HCP.

Personal Protective Equipment

Transmission-Based Precautions: Use Standard, Contact, Droplet plus Eye Protection for suspect/confirmed COVID-19 cases. Note: Facemasks are an acceptable alternative when the supply chain of respirators cannot meet the demand. Available respirators should be prioritized for procedures that are likely to generate respiratory aerosols which would post the highest risk of exposure to HCP.

- PPE and other infection prevention and control supplies (e.g., facemasks, gowns, gloves, goggles, hand hygiene supplies) that would be used for both HCP protection and source control for infected patients (e.g., facemask on the patient) are located in the facility and a sufficient supply is available. **Note:** If there is a shortage of gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact resident care activities that provide opportunities for transfer of pathogens to the hands and clothing of HCP. For more information on infection control recommendations, visit: <https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html>.
- Facility has signage on the appropriate use of donning and doffing PPE.
- Facility has a process for auditing adherence to recommended PPE use by HCP.
- Wear the recommended PPE for patient care (link: <http://publichealth.lacounty.gov/acd/docs/CoVPPEPoster.pdf>).
- Post [signs](#) on the door or wall outside of the resident room that clearly describe the type of precautions needed and required PPE.
- Facility has an interfacility transfer form available upon the resident's transfer to the hospital.

Respiratory Hygiene/Cough Etiquette:

- Post signs at entrances with instructions for individuals with symptoms of respiratory infection to:** cover their mouth/nose when coughing or sneezing, use and dispose of tissues, and perform hand



COVID-19 Long-Term Care Facility Preparedness Checklist

hygiene after contact with respiratory secretions.

- Make sure tissues are available and any sink is well-stocked with soap and paper towels for hand washing.

Environmental cleaning:

- Facility has a plan to ensure proper cleaning and disinfection of environmental surfaces (including high touch surfaces such as light switches, bedrails, bedside tables, etc.) and equipment in the patient room.
- All HCP with cleaning responsibilities understand the contact time for the cleaning products used in the facility.
- Facility has a process to ensure shared or non-dedicated equipment is cleaned and disinfected after use according to the manufacturer's recommendations.
- Facility uses an EPA-registered hospital-grade disinfectant with EPA-approved emerging viral pathogens claims on hard non-porous surfaces.
 - If there are no available EPA-registered products that have an approved emerging viral pathogen claim for COVID-19, products with label claims against human coronaviruses should be used according to the label's instructions.
- Facility has a protocol to terminally clean rooms after a patient is discharged from the facility.

Process for rapidly identifying and isolating suspected COVID-19.

- Facilities should develop a plan for how they will monitor for symptoms and evaluate ill HCP.
- Facilities should develop a plan for how they will monitor for residents for fever or respiratory symptoms. **Note:** Patients with known or suspected COVID-19 should be placed in a single-person room with the door closed. AllRs should be reserved for patients undergoing aerosol-generating procedures.

CARING FOR A CONFIRMED OR POSSIBLE COVID-19 PATIENT

- Facility has a process that occurs after a suspect case is identified to include immediate notification of facility leadership/infection preventionist.
- Facility has a process for notifying EMS and the receiving facility that the patient has an undiagnosed respiratory infection.



COVID-19 Long-Term Care Facility Preparedness Checklist

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Facility has a process of notifying Los Angeles County Department of Public Health if multiple patients in your facility become newly sick with fever and respiratory symptoms. |
| <input type="checkbox"/> Facility regularly monitors LAC DPH COVID-19 website for the most up to date local guidance and resources. |