Leadership Preparation Strategies

This resource was developed utilizing Information from CDC and CMS. Providers are reminded to review state and local specific information for any variance to national guidance.

Below are recommended strategies for leaders to use as a starting point for COVID-19 preparation.

**This list is not all encompassing and is designed to serve as a general guide for COVID-19 preparation**

1. **Review your Emergency Preparedness Plan**
   - Revise if indicated to outbreak/pandemic requirements, if necessary, aligning with CDC requirements
   - Pandemic Response
   - Leadership (Identify and define authority)
   - Contact Names and Numbers
     - Facility Leadership
       - Administrator
       - DON
       - Infection Preventionist
       - Nurse Managers
       - Dietary Manager
       - Housekeeping Manager
       - Social Service Manager
       - Environmental Services
       - Recreational Therapy
     - Medical Director
     - Pharmacy Consultant
     - Local and State Public Health Contacts
     - Hospital Partner Contacts
     - Pharmacy
     - Medical Supply
   - Prepare a list of essential positions necessary for day-to-day operations
   - Prepare a list of essential functions for emergency management of care
   - Review business interruption protocols and review with leadership team members

2. **Monitor trustworthy websites**
   - Monitoring of [CDC](https://www.cdc.gov) and [WHO](https://www.who.int) websites as information is evolving on a regular basis
   - NEW CDC website pages specific to post-acute care:
     - See Resource Links below

3. **Review CDC Testing Guidelines** for persons under investigation suspected of COVID-19 and incorporate into your plan

4. **Review all Infection Prevention and Control Policies and Procedures** to ensure they are up-to-date, including:

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- **Hand Hygiene**
- **Respiratory Hygiene/Cough Etiquette**
- **Personal Protective Equipment**
- Sick Leave Policies and Procedures for symptomatic employees
  - i.e. Staying home when you are sick (which may include: fever, cough, runny nose, sore throat)
- **Unprotected exposure of staff**
- **Disinfection** and **Laundry** protocols per outbreak management policy

5. **Conduct Self Assessment** to identify opportunities for improvement
   - **LTC Facility Infection Prevention and Control Self Assessment** as outlined by CMS


7. **Re-educate all staff** on the facility's Infection Prevention and Control Policies and Procedures

8. **Staffing**
   - Review staffing protocols and consistent assignment per outbreak management policy
   - List essential staff/positions
   - List non-essential staff/positions
   - Determine business interruption and virtual work options

9. **Review admission and re-admission** process
   - Related to residents with known or suspected COVID-19

10. **Identify local/state**
    - **Public Health contacts** and have contact numbers prepared
    - Local hospitals and COVID-19 plan and facility preparation
    - AIIR rooms and transportation needs/process if indicated
    - Review State Health Department visitation requirements

11. **Provide education for residents and their representatives** regarding:
    - **Hand Hygiene**
    - **Respiratory Hygiene/Cough Etiquette**
    - **Signs and Symptoms of COVID-19**
    - **Personal Protective Equipment**
    - Facility **visitor policy**, specific to outbreak management protocols and alternate visiting options
      (i.e. alternative communication interventions)
    - Implement **Visitor Screening process** as outlined by CMS

12. **Post signs at the entrance of the facility regarding:**
    - **Hand Hygiene**
    - **Respiratory Hygiene/Cough Etiquette**
    - Any **visitation restrictions**

13. **Make available at the entrance of the facility:**
    - Alcohol-based Hand Rub (ABHR)
    - Masks
    - Tissues
    - Waste receptacles

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14. Identify outbreak management supply needs and meet with Vendors:
   • Supply Needs
     • Personal Protective Equipment
     • Masks – N-95; Review fit testing protocols and supplies if indicated
       1. See Strategies for Optimizing the Supply of N95 Respirators (CDC) for additional guidance
     • Alcohol-based Hand Rub (ABHR)
     • Soap and Towels
     • Medications and treatments
     • Medical supplies to prepare for potential business disruption as indicated in your facility’s Emergency Preparedness Plan
     • Oxygen
     • Food
     • Disinfection - Other supplies such as chemicals for cleaning, disinfection, laundry, etc.

15. Communication Plan
   • Review communication plan if a suspected outbreak occurs
     • Media
     • Public Health, Regulators, stakeholders
     • Residents/Representatives
     • Staff
     • Vendors
     • Volunteers

16. Monitor
   • Determine and implement monitor process outbreak management plan
   • Track, trend and analyze results with internal team and Medical Director
   • Report findings via QAPI process

Additional COVID-19 Resource Links

Leadership Preparation Strategies for Coronavirus (COVID-19)

- Centers for Disease Control and Prevention. CERC in an Infectious Disease Outbreak. [https://emergency.cdc.gov/cerc/resources/pdf/CERC_Infectious_Diseases_FactSheet.pdf](https://emergency.cdc.gov/cerc/resources/pdf/CERC_Infectious_Diseases_FactSheet.pdf)
- EPA Registered Disinfectant Products. [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#file-534797](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#file-534797)
- Local Health Department Listing and Contacts. [https://www.naccho.org/membership/lhd-directory](https://www.naccho.org/membership/lhd-directory)
- American Medical Directors Association [https://paltc.org/covid-19](https://paltc.org/covid-19)

Additional CDC Resources