

# Leadership Preparation Strategies

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Below are recommended strategies for leaders to use as a starting point 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](#) and [WHO](#) websites as information is evolving on a regular basis
- NEW CDC website
  - 1. [Strategies to Prevent the Spread of COVID-19 in Long Term Care Facilities](#)
  - 2. 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:
  - [Hand Hygiene](#)
  - [Respiratory Hygiene/Cough Etiquette](#)
  - [Personal Protective Equipment](#)
  - Sick Leave Policies and Procedures for symptomatic employees
    - 1. staying home when you are sick (which includes any of the following: fever, cough, runny nose, sore throat)
  - [Unprotected exposure of staff](#)

- [Disinfection](#) and [Laundry protocols per outbreak management policy](#)
- 5. **Review and implement [Pathway COVID-19 interim Policy and Procedure, Preparation Checklist and Resource Links](#)**
- 6. **Re-educate all staff** on the facility's Infection Prevention and Control Policies and Procedures
- 7. **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
- 8. **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**
- 9. **Provide education for residents and their representatives** regarding:
  - [Hand Hygiene](#)
  - [Respiratory Hygiene/Cough Etiquette](#)
  - [Signs and Symptoms of COVID-19](#)
  - [Personal Protective Equipment](#)
  - Your facility visitor policy, specific to outbreak management protocols and alternate visiting options (i.e. alternative communication interventions)
- 10. **Post signs at the entrance of the facility regarding:**
  - [Hand Hygiene](#)
  - [Respiratory Hygiene/Cough Etiquette](#)
  - Any visitation restrictions
- 11. **Make available at the entrance of the facility:**
  - Alcohol-based Hand Rub (ABHR)
  - Masks
  - Tissues
  - Waste receptacles
- 12. **Identify outbreak management supply needs and Meet with Vendors:**
  - Supply Needs
    1. [Personal Protective Equipment](#)
    2. Masks – N-95
    3. Review fit testing protocols and supplies if indicated
    4. Alcohol-based Hand Rub (ABHR)
    5. Soap and Towels
    6. Medications and treatments
    7. Medical supplies to prepare for potential business disruption as indicated in your facility's Emergency Preparedness Plan
    8. Oxygen
    9. Food
    10. Other supplies such as chemicals for cleaning, disinfection, laundry, etc.
- 13. **Communication Plan**
  - Review communication plan if a suspected outbreak occurs
    1. Media
    2. Public Health, Regulators, stakeholders
    3. Residents/Representatives
    4. Staff
    5. Vendors
    6. Volunteers

## COVID-19 Resource Links

- Centers for Disease Control and Prevention. Coronavirus Disease 2019 (COVID-19). Pandemic Preparedness Resources: <https://www.cdc.gov/coronavirus/2019-ncov/php/pandemic-preparedness-resources.html>
- Centers for Disease Control and Prevention. Strategies to Prevent the Spread of COVID-19 in LTCF. <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>
- Centers for Disease Control and Prevention. Coronavirus Disease 2019 (COVID-19) Strategies for Optimizing the Supply of N95 Respirators. February 16, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-supply-strategies.html>
- Centers for Disease Control and Prevention. Caring for Patients with Confirmed or Possible COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf>
- Occupational Safety and Health Administration. COVID-19 Control and Prevention. <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- Centers for Disease Control and Prevention. Hand Hygiene in Healthcare Settings. <https://www.cdc.gov/handhygiene/index.html>
- Centers for Disease Control and Prevention. Respiratory Hygiene/Cough Etiquette in Healthcare Settings. <https://www.cdc.gov/flu/professionals/infectioncontrol/resphgiene.htm>
- Centers for Disease Control and Prevention. The National Institute for Occupational Safety and Health (NIOSH). Personal Protective Equipment. <https://www.cdc.gov/niosh/ppe/>
- Centers for Disease Control and Prevention. Health Supply of Personal Protective Equipment. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html>
- Centers for Disease Control and Prevention. Disinfection. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients.html>
- American Medical Directors Association <https://paltc.org/covid-19>