Leadership Preparation Strategies

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](https://www.cdc.gov) and [WHO](https://www.who.int) websites as information is evolving on a regular basis
   - NEW CDC website
     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](https://www.cdc.gov/handwashing/index.html)
   - [Personal Protective Equipment](https://www.cdc.gov/hcp/ppe/guidance.html)
   - 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)
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

- American Medical Directors Association [https://paltc.org/covid-19](https://paltc.org/covid-19)