

# Infection Prevention and Control Manual

## Leadership Preparation Strategies for Coronavirus (COVID-19)

### 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](#) and [WHO](#) websites as information is evolving on a regular basis
- NEW CDC website pages specific to post-acute care:
  - [Strategies to Prevent the Spread of COVID-19 in Long Term Care Facilities](#)
  - 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

# Infection Prevention and Control Manual

## Leadership Preparation Strategies for Coronavirus (COVID-19)

- 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. **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
      - [Personal Protective Equipment](#)
      - Masks – N-95; Review fit testing protocols and supplies if indicated
      - 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
      - Other supplies such as chemicals for cleaning, disinfection, laundry, etc.
  13. **Communication Plan**

# Infection Prevention and Control Manual

## Leadership Preparation Strategies for Coronavirus (COVID-19)

- Review communication plan if a suspected outbreak occurs
  - Media
  - Public Health, Regulators, stakeholders
  - Residents/Representatives
  - Staff
  - Vendors
  - Volunteers

### 14. 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

- 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/resphygiene.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>

### Additional CDC resources:

- <https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/planning-guidance-checklists.html>
- <https://www.cdc.gov/flu/pandemic-resources/national-strategy/severity-assessment-framework.html>