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
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- 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

- American Medical Directors Association https://paltc.org/covid-19

Additional CDC resources: