

COVID-19 PREPAREDNESS

HOSPITAL CHECKLIST

EDUCATION AND TRAINING:

- Employees are being trained on how to recognize potential cases.
- Employees are being trained on the latest information on how the COVID-19 virus is transmitted.
- Hand washing protocols are being emphasized on a daily basis.
- Employees are being reminded not to come to work if sick.
- Employees are being trained on contact, droplet, and airborne precautions for caring for patients with infectious disease.
- Employees are being trained on putting on and removing protective clothing.
- Employees are being trained on waste disposal techniques regarding COVID-19 patients.
- EVS workers are being trained in safe room cleaning procedures - including wait time before entering and appropriate mask to wear.

PROTOCOLS:

- Protocol is in place to screen and assess patients for potential exposure or infection based on symptoms, travel history and exposure history.
- Protocol is in place to mask patients with surgical masks who may be carriers of the virus or other infectious diseases.
- Protocol in place to promptly isolate patients who potentially have the virus.
- Isolation rooms are clearly designated and non-essential employees and members of the public are being kept away .
- Protocol is in place for employees to report potential exposure, be evaluated and treated and removed from the workplace (with full pay and benefits) during the incubation period if appropriate.
- Protocol is in place for removing and handling food trays of patients who may have the COVID-19 virus.

- Protocol is in place to train potentially exposed employees on how to protect their families at home and ensure they have necessary equipment at home.

SPACE AND EQUIPMENT:

- There are adequate negative pressure isolation rooms available and we know where they are.
- We know the plans to convert other wards into isolation wards if necessary.
- There are adequate amounts of Personal Protective Equipment to accommodate a surge in patients.
- Where appropriate and necessary, healthcare workers working directly with patients are being medically cleared and fit tested for N95 respirator masks and trained in their proper use.
- There is an adequate supply of nitrile gloves to accommodate a surge in patients.
- There is an adequate supply of isolation gowns to accommodate a surge in patients.
- There is an adequate supply of facial shields to protect eyes, nose and mouth.

STAFFING:

- Staffing levels are robust to handle potential patients. Corners aren't being cut when it comes to staffing.
- Stand-by staffing for critical conditions has been updated to meet this challenge.

COMMUNICATION:

- Hospital leadership is communicating often with employees in multiple forums to provide updates, reinforce prevention protocols and combat misinformation.
- Hospital leadership will remain in regular contact with employees to ensure effective communication.