

CORONAVIRUS COVID-19 HOMECARE AND HOSPICE CHECKLIST

What You Should Be Doing Now as of Date 3/16/2020

Due to the current situation CDC is recommending the following application of mass gathering guidance nationwide:

Large events and mass gatherings can contribute to the spread of COVID-19 in the United States via travelers who attend these events and introduce the virus to new communities. Examples of large events and mass gatherings include conferences, festivals, parades, concerts, sporting events, weddings, and other types of assemblies. These events can be planned not only by organizations and communities but also by individuals.

Therefore, CDC, in accordance with its guidance for [large events and mass gatherings](#), recommends that for the next 8 weeks, organizers (whether groups or individuals) cancel or postpone in-person events that consist of 50 people or more throughout the United States.

Events of any size should only be continued if they can be carried out with adherence to guidelines for protecting [vulnerable populations](#), [hand hygiene](#), and [social distancing](#). When feasible, organizers could modify events to be virtual.

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ACTION	YES	NO	COMPLETION DATE	COMMENTS
PLAN				
1. Review your Emergency Plan/Continuity of Operations Plan.				
2. Update your Plan to reflect changes based on your review and current situation.				
3. Update all workforce/volunteer contact information.				
4. Coordinate with local emergency operations/ local health department/health care coalition.				
5. Review personnel policies with regard to use of personal time, sick time, overtime. Develop contingency policies.				
6. Check with your vendors about supply chain especially those that provide you with medications for your patients.				
7. Plan to address workforce shortages. Contract with other agencies for additional workforce.				
8. Develop a plan to cross train workforce wherever possible, including volunteers.				
9. Develop a questionnaire to identify which workforce members are available to work extra and flexible hours. Also identify workforce members that may be employed by another health care provider as they				

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may have a commitment to that organization in an emergent situation.				
10. Help your workforce develop a plan for their families.				
PATIENT CARE				
1. Assess your Patient Classification Levels for possible triage and keep hard copy easily accessible. Do this on a regular basis while we are in this current situation.				
2. Identify patient family members who may be able to take on more care responsibility if necessary.				
3. Develop a Succession Plan.				
a. List names and responsibilities.				
b. Get governing authority approval.				
4. Get ready for surge. Know capacity based on staffing and patient classification levels. This means forecasting with a possible significantly reduced workforce.				
5. Develop alternate staffing patterns such as longer days.				
6. Begin asking questions at each visit about any travel (patient, family, and friends) that has occurred within the last 14 days. (Travel history). Have a process for possible identification of COVID-19				

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patients.				
7. Have intake personnel or train volunteers to call patients/potential patients prior to visits. Asking about symptoms.				
8. Be prepared to have two distinct lines of patients, COVID-19 and non COVID-19. Be prepared to prioritize quickly				
SITUATIONAL AWARENESS				
1. Communicate with local emergency preparedness organizations.				
2. Read daily updates from CDC and World Health organization.				
3. Be aware of state updates, resources and communications.				
INFECTION CONTROL AND PREVENTION				
1. Educate/re-educate workforce in the following:				
- Standard Precaution.				
- Transmission- based precautions such as				
o contact,				
o droplet, and				
o airborne.				

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2. Review Nursing Bag Technique with all field personnel.				
3. Download multi-lingual patient seasonal influenza information and distribute to patients and their family members.				
4. Re-educate workforce on handwashing protocols using running water and waterless hand sanitizers.				
5. Offer seasonal influenza vaccination to workforce and patients.				
6. Check PPE supplies and dates. Move outdated to back and label as outdated but do not discard at this time. Document par levels and burn rate of PPE.				
7. Educate workforce again in donning and doffing of PPE and in sequential order.				
8. Review your infection control policies for surveillance, recognition, identification and reporting requirements for workforce and patients.				
9. Have a process to monitor and report any workforce or patient illnesses in your organization.				
10. Develop an occupational health plan and policies for any workforce members with an exposure to COVID-19.				

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ENVIRONMENT				
1. Advise workforce not to use other people's desks, phones etc. Clean office more frequently including surface areas such as desktops, food areas, kitchen, common areas.				
2. Have signage visible for infection prevention.				
a. Frequent cleaning of bathrooms and lactation areas.				
b. Handwashing.				
c. Reminders/Plenty of hand sanitizer locations.				

