

Healthcare Facility Preparedness Checklist (revised 2.20.2020)

All California healthcare facilities need to be prepared for new and emerging infectious disease threats, including the 2019 Novel Coronavirus (2019-nCoV).

Facilities should outline plans for administrative, environmental, and communication measures and define the individual work practices that will be required to detect the introduction of 2019-nCoV or other emerging infectious diseases, prevent spread, and mitigate the impact on patients, the facility, and staff.

- Monitor the situation at the Centers for Disease Control and Prevention [2019-nCoV](#) website and with your local and [state public health](#) agencies.
- Ensure facility infection control policies are consistent with the CDC's 2019-nCoV guidance: <https://www.cdc.gov/coronavirus/2019-nCoV/infection-control.html>
- Assure the ability to implement triage activities based on public health guidance at the facility and using remote (i.e., phone, internet-based) methods where appropriate.
- Review procedures for rapid identification and appropriate isolation for persons with potential 2019-nCoV infection, for example:
 - Place [signs](#) in waiting areas instructing persons who have fever and respiratory symptoms and traveled to affected areas to notify staff immediately.
 - Provide patients with a surgical mask and immediately place them in an airborne isolation room, or private room with a closed door if an airborne isolation room is unavailable.
- Review hand hygiene policies and supplies (e.g., accessible alcohol-based hand rub).
- Review supplies of appropriate personal protective equipment (PPE):
 - NIOSH-approved respirators such as an N-95 respirator or a Positive Air Purifying Respirator (PAPR); note that PAPRs are required for healthcare personnel (HCP) performing aerosol generating procedures
 - Eye protection: face shield or goggles
 - Gowns
 - Gloves
- Ensure that HCP who will provide patient care have been medically cleared, fit-tested, and trained for respirator use in accordance with the Cal/OSHA Aerosol Transmissible Diseases Standard: https://www.dir.ca.gov/dosh/dosh_publications/ATD-Guide.pdf.
- Ensure that negative-pressure airborne infection isolation rooms are functioning correctly and are appropriately monitored for airflow and exhaust handling.
- Provide education and training to HCP regarding triage procedures, 2019-nCoV diagnosis, how to obtain specimens for testing, and appropriate PPE use.
- Review procedures for laboratory submission of specimens for 2019-nCoV testing in

coordination with your local health department.

- Review policies and procedures for screening and work restrictions for exposed or ill HCP; ensure HCP have ready access, including via telephone, to medical consultation.
- Review plans for implementation of surge capacity procedures and crisis standards of care.
- Develop plans for visitor restriction if 2019-nCoV is circulating in the community.
- Assess and ensure that environmental cleaning and disinfection procedures are followed consistently and correctly according to manufacturer's instructions, including:
 - Use an appropriate EPA-registered hospital-grade disinfectant with either an EPA-approved emerging viral pathogens label claim, or if unavailable in the facility, an EPA-approved label claim against human coronaviruses.
 - Management of laundry, food service utensils, and medical waste in accordance with routine procedures (i.e., consistent with procedures used for other patients in Transmission-based isolation precautions).
- Designate specific persons within the facility who are responsible for communication with public health officials and dissemination of information to other HCP at the facility.