Interim Healthcare Facility Preparedness Checklist for 2019 Novel Coronavirus (2019-nCoV)

All healthcare facilities should be prepared to evaluate patients for new and emerging infectious disease threats such as the 2019 Novel Respiratory Syndrome Coronavirus (2019-nCoV). All healthcare facilities should be equipped and ready to care for a limited number of infected patients as part of routine operations and also to potentially care for a larger number of patients in the context of escalating transmission. Facilities should begin preparing now by reviewing their emerging infectious disease/highly infectious disease plans.

The following checklist highlights some key areas for healthcare facilities to review in preparation for 2019-nCoV. The checklist format is not intended to set forth mandatory requirements or establish national standards.

- Monitor the situation at CDC’s 2019-nCoV website, North Carolina Division of Public Health website, and your local health department.
- Ensure facility infection control policies are consistent with the CDC’s 2019-nCoV infection prevention guidance.
- Review procedures for rapidly implementing appropriate isolation and infection prevention practices for potential 2019-nCoV.
  For example:
  - Immediately place patient in airborne isolation room OR
  - If isolation room unavailable: Provide patient with surgical mask and place immediately in a private room with a closed door.
- Review hand hygiene policies and supplies (e.g., accessible alcohol-based hand rub).
- Review supplies of appropriate personal protective equipment (PPE):
  - NIOSH-approved respirator such as an N-95 respirator or Positive Air Purifying Respirator (PAPR)
  - Surgical Masks
  - Eye protection (e.g. face shield or goggles)
  - Isolation Gowns
  - Patient Exam Gloves
- Ensure healthcare providers who will provide patient care have been medically cleared, fit-tested, and trained for respirator use.
- Ensure that negative-pressure airborne infection isolation rooms are functioning correctly and are appropriately monitored for airflow and exhaust handling.
- Review policies and procedures for screening and work restrictions for exposed or ill healthcare personnel (HCP) including ensuring that HCP have ready access, including via telephone, to medical consultation.
- Review procedures for laboratory submission of specimens for coronavirus testing posted on NC State Lab of Public Health website.
- Provide education and training to healthcare providers regarding 2019-nCoV diagnosis, how to obtain specimen testing, appropriate PPE use, and triage procedures including patient placement, healthcare provider sick leave policies, and how and to whom suspected 2019-nCoV
cases should be reported within your facility along with procedures to take following unprotected exposures (e.g. not wearing recommended PPE).

☐ Regularly check the CDC’s 2019-nCoV information for HCP to ensure awareness of the most recent case definitions and infection prevention recommendations.

☐ Review plans for implementation of surge capacity procedures and management of scarce resources.

☐ Develop plans for visitor restriction if 2019-nCoV is circulating in the community.

☐ Ensure that specific persons have been designated within the facility who are responsible for communication with public health officials and dissemination of information to other healthcare providers and staff members at the facility.

☐ Assure ability to implement triage activities based on public health guidance including at the facility and using remote (i.e., phone, internet-based) methods where appropriate to minimize demand on the health care system.

☐ Ensure that cleaning and disinfection procedures are followed consistently and correctly. These include:

  ☐ Availability of EPA-registered disinfectant appropriate for MERS-CoV or coronavirus in healthcare settings, including those patient-care areas in which aerosol-generating procedures are performed.

  ☐ Management of laundry, food service utensils, and medical waste should also be performed in accordance with routine procedures and category B waste handling.