

Congregate Facilities Preparedness Checklist

Ohio Balance of State CoC: Coronavirus Response Guidance

www.cohhio.org/boscoc/covid19

Preparing Facility for COVID-19	
<ul style="list-style-type: none"> • Ensure signage is posted at the facility entrance instructing visitors and residents to alert staff if they have fever, cough, or shortness of breath. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Check all residents daily for fever, cough, or shortness of breath. Have a separate area where screened residents who are ill can go upon entering the facility to avoid possible exposures to others who are not ill. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Inform residents about COVID-19. Ensure there are educational materials available at the facility about COVID-19. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Inform staff to stay home if they have a fever, cough, or shortness of breath until 24 hours after symptoms resolve. Ensure sick leave policies allow employees to stay home if they have symptoms of respiratory infection. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Each facility should designate a specific isolation/quarantine area to house symptomatic residents away from others. 	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> a) Designated areas should include providing restroom facilities for symptomatic individuals only; not shared by other residents. 	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> b) Prepare for meals and supplies to be delivered to residents in the designated isolation/quarantine space as needed. 	<input type="checkbox"/>
Steps to Take to Lower the Risk Of COVID-19 in the Facility	
<ul style="list-style-type: none"> • Prohibit or limit visitors at the facility. Only residents and staff permitted, to the maximum extent practicable. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Screen all prospective entries into the facility for COVID-19 symptoms using the Ohio BoSCoC Coronavirus Screening Tool found at www.cohhio.org/boscoc/covid19. 	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> a) Prospective residents who appear to be symptomatic should be connected to the designated isolation space immediately. The designated space be on or off-site. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Provide surgical facemasks and gloves for non-clinical staff and in addition have N95 masks, gowns and goggles for any clinical staff. Surgical facemasks should be available for residents as well. 	<input type="checkbox"/>

<p>a) Staff interacting with symptomatic individuals should provide a facemask to the guest and put on a facemask themselves during close contact with residents. Close contact is defined as within 6 feet for greater than 10 minutes for non-healthcare workers, or greater than 2 minutes if providing healthcare.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Practice good infection control. 	
<p>a) Hand hygiene stations (sinks with antibacterial soap and alcohol gel products) should be readily available throughout the facility, especially at the entrances of the facility. Make sure tissues are available and any sink is well-stocked with soap and paper towels for hand washing.</p>	<input type="checkbox"/>
<p>b) Ensure employees clean their hands according to CDC guidelines (https://www.cdc.gov/handhygiene/providers/index.html), including before and after contact with residents, after contact with contaminated surfaces or equipment, and after removing items such as masks, gloves, and gowns.</p>	<input type="checkbox"/>
<p>c) Educate and remind residents to perform hand hygiene throughout the day, particularly after using the restroom and prior to eating their meals.</p>	<input type="checkbox"/>
<p>d) Position a trash can near the exit inside any sleeping areas to make it easy for employees to discard items such as gloves, masks and gowns.</p>	<input type="checkbox"/>
<p>e) Increase the frequency of environmental cleaning being done with EPA approved healthcare disinfectant consistent with recommended wet contact time.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure beds in sleeping areas are placed as far apart as possible - 6 feet at minimum - and residents are asked to sleep with heads at opposing ends of the bed (to avoid having residents in close proximity of other people's faces while they are sleeping). 	<input type="checkbox"/>
<p>a) Reducing overall bed inventory may be needed.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure there are no shared utensils, cups, or linens and residents are requested to wash their hands prior to eating meals. 	<input type="checkbox"/>
<p>Steps to Take if There Are Residents in the Facility with Respiratory Illness Symptoms</p>	
<ul style="list-style-type: none"> • Any residents with fever, cough, or shortness of breath should be confined to their room, designated isolation/quarantine space, or a separate area at least 6 feet away from others. Symptomatic residents may be placed with other symptomatic individuals and away from asymptomatic individuals. 	<input type="checkbox"/>

<p>a) Meals and supplies should be delivered to residents in the designated isolation/quarantine space as needed.</p>	<input type="checkbox"/>
<p>b) Again, designated areas should include providing restroom facilities for symptomatic individuals only; not shared by other residents. If symptomatic individuals must travel to other areas of the facility, they should first practice hand hygiene and put on a facemask.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If symptoms are severe, contact your local hospital or ER. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • If you plan to transfer the guest to a higher level of care due to worsening respiratory status, notify EMS or local hospital that the guest has an undiagnosed respiratory infection. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • If multiple residents in your facility become newly sick with fever and respiratory symptoms, notify your local public health office or follow established protocols for your county. https://odh.ohio.gov/wps/portal/gov/odh/find-local-health-districts 	<input type="checkbox"/>