Organizational Planning

HR policies:

☐ External conferences and meetings
☐ Community Health workers: home visits
☐ Outreach events
☐ Stay home if any signs of illness, right away (highest business risk is staff infecting other staff). Stay home until fever free (<100.4 x 24 hours without the use of fever meds)
☐ Sick employees will be sent home.
☐ No return to work until 14 days after return from a level 2 or 3 travel advisory country.
☐ Telecommute
☐ Protecting high risk groups?
☐ Staff mask usage

Operations:

☐ Cross train for essential positions (CEO, CMO, Purchasing, Facilities, HR?)
☐ Emergency text tree
☐ Telemetings
☐ Scenario Planning: Pt dx with Covid 19: quarantine of contacts
☐ Scenario Planning: Staff dx with Covid 19: entire units shut down.
☐ Scenario Planning: DPH calls for social distancing/ canceling of large events

Telephone visits:

☐ Message to patients to call instead of walk in for triage
☐ Triage Options: phone advice, telehealth visit with provider, go to ED, come to clinic (criteria?)
☐ Monitor with check ins. (80% are mild sx)
☐ Cameras with talk functions in isolation rooms? Our video interpreter units? Take history, and then go in just for exam?
☐ Telehealth for chronic pts.

Distancing in waiting room:

☐ Separate waiting area for pts with respiratory symptoms?

Pt Education:

☐ Translate home isolation instructions
☐ Reschedule non urgent apt
Facilities:
☐ Central inventory management with targets and run rate analysis
☐ Source multiple vendors
☐ Confirm AIIR functionality
☐ Surge planning: ID other rooms for potential pts. HEPA filter units
☐ External to staff: signage, phone calls, texts, newsletters
☐ Provide disposable wipes for employees to wipe down.

Communication:
☐ Internally to all staff: who and frequency
☐ Internally to direct care staff: who and frequency
☐ Internally to management, board: who and frequency
☐ External to patients: signage, phone calls, texts, social media, newsletters
☐ External to community: media, community partners

Safety:
☐ PPE training: videos, in person, skills practice, posted PPE instructions
☐ Spotter for donning and doffing PPE
☐ Pre-packaged PPE
☐ Isolation stethescopes
☐ Track isolation patients to review care and refine
☐ Ongoing meetings, FAQ’s