Agency Preparedness for COVID-19 Pandemic

April 10, 2020

Surveillance
- Set up daily to twice daily surveillance screening for all employees
- Set up daily surveillance screening for patients scheduled to be seen prior to visit being made
  - If patient screening is negative use standard precautions
- Schedule daily leadership huddles in the morning and towards the end of the day to address COVID-19 issues
- Evaluate effectiveness of organizational infection surveillance frequently and update as necessary

Staffing
- Identify Staff member(s) willing, able, capable to care for PUI*, SPUI** and COVID-19 positive patients – your COVID-19 Team
  - Identify geographical region and case load capacity
  - Determine supply of proper PPE available
    - Determine if additional supply is available
    - Ensure training and competency evaluation in use of PPE, organization’s infection plan and COVID-19 policies/procedures
  - Determine/monitor number of PUI, SPUI and COVID-19 positive patients your care center can manage
  - Follow the COVID-19 Decision Tree for patients who are PUI, SPUI or COVID-19 positive
  - Update emergency preparedness plan or supplement to the plan daily/weekly as necessary – changes based on Local, State and Federal Authorities
  - Ensure staff have training and access to tools and resources related to management of seriously ill and terminal patients during a pandemic.
- Identify staff member(s) that are not recommended for COVID-19 patient care
  - Individuals at risk – recommended these categories not be front-line PUI and COVID-19 care providers
    - Individuals 65 and older
    - Diagnosed with chronic lung conditions, including moderate to severe asthma
    - Diagnosed with heart disease
    - Immunocompromised
    - Undergoing cancer treatment
    - Severe obesity with BMI > 40
    - Chronic uncontrolled medical conditions
    - Pregnant
  - Work with organization’s human resource team to monitor high risk staff closely
  - Determine visit schedule based on non-PUI, SPUI and COVID-19 patient needs
    - Utilize for non-patient facing activities as needed

*PUI: Persons Under Investigation
**SPUI: Symptomatic Persons Under Investigation
COVID-19 Decision Tree (See Algorithm)

COVID-19 Team

Is patient a PUI, SPUI, or confirmed COVID-19 positive patient?

- **YES**
  - Is COVID-19 team available?
    - **YES (COVID Team Available)**
      - Determine who is available
        - Based on patient needs
        - Based on geography
      - Is the correct PPE available?
        - **YES**
          - Provide care as ordered
        - **NO**
          - Can the correct PPE be obtained?
            - Health Department
            - Sister agency
            - Other community source
    - **NO (COVID Team Not Available)**
      - Can care safely be delayed?
        - **YES**
          - Notify MD/Provider and provide telephonic care until in person care can be delivered
        - **NO**
          - Notify MD/Provider and/or referral source

*PUI – person under investigation; this includes someone with symptoms that may or may not be related to COVID-19

**SPUI – suspected person under investigation; this includes when someone has been directed to be tested and we are waiting for confirmation.

**NOTE:** Individuals may transition from PUI to SPUI to learning they were not COVID-19 positive.
COVID 19 Team Decision Tree

This is a tool to assist providers in decision making for patients who are PUI*, SPUI**, or confirmed COVID 19 positive

**IS COVID 19 TEAM AVAILABLE?**

**YES**
- Determine who is available
  - Based on patient needs
  - Based on geography

**NO**
- Can care safely be delayed?
  - Can the correct PPE be obtained?
    - Yes
      - Provide care as ordered
      - Can the correct PPE be obtained?
        - Yes
          - Health Department
        - Sister agency
        - Other community source
    - No
      - Notify physician/provider and/or referral source

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