
















Facility Action Table Covid-19

√	CRITICAL STEPS SHOULD TAKE IMMEDIATELY (1-24 HRS)	Staff Assign	Action Items	Resources
Communication with Appropriate Entities				
	COVID-19 + Case in Resident or Staff <ul style="list-style-type: none"> Immediately report confirmed or suspected resident or staff cases to: <ol style="list-style-type: none"> Licensing and Regulatory bodies. Contra Costa Public Health Department Communicable Disease Team at: (925) 313-6740 (#1, #1, #5) M-F 8:00 – 5:00. After hours contact Sheriff Department at (1-877-308-5248) Facility Medical Director and Infection Control Lead (or person designated to this role). 	Facility Nursing / Care Giving		<p>Managing COVID-19 in a long-term care or congregate living facility benefits from a prompt and coordinated team approach.</p> <p>Steps to control and prevent COVID-19 transmission in your facility can be initiated and completed by facility administration, nursing or caregiving staff, and environmental services or cleaning staff. These steps should be initiated with a resident or staff at your facility with suspected or confirmed COVID-19. Symptoms concerning for COVID-19 include: Fever or symptoms of a respiratory illness such as cough and shortness of breath, but also include unusual symptoms such as fatigue, chills, myalgias, headache, sore throat, new loss of taste or smell, vomiting, nausea, or diarrhea. In addition to these symptoms, elderly patients may present with weakness, confusion, dizziness, or a subtle change from their baseline.</p> <p>The recommended actions below are organized by priority and facility staff. Activities that benefit from two groups working together (e.g. Administration and Nursing/Caregiving) are included in each group's recommended activities.</p> <p>Contra Costa Public Health will be monitoring and following your facility to aid in control and prevention of COVID-19 transmission and is also available for technical assistance and testing.</p>

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Restrict Visitation and New Admissions				
	Post Signs at front door restricting visitors and non-essential staff. Only exception is for compassionate care situation such as end of life. Screen for symptoms and anyone who comes into the facility must always wear a mask.	Facility Nursing / Care Giving		
	STAFF Send Covid+ or Symptomatic Staff Home (refer to free testing sites) and then isolate at home while awaiting results. Read detailed instructions for further options if facility is short staffed and staff is asymptomatic. Requires CD approval.			Resources for staff. https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx <div>  Supplemental Staffing Request PDF-  Home Monitoring Log Temp Symptoms </div>
	Implement Universal Facemasks for all staff, patients/residents and visitors.	Facility Nursing / Care Giving		https://www.coronavirus.cchealth.org/health-orders HO Requiring Face Covering 7.5.20
	Facility closed to all new admissions while awaiting results. This includes staff members with 1 or more concerning symptoms or any resident with any symptoms and awaiting results.			Contra Costa Public Health Department will need to approve any new admissions.
	Facility Logs: Confirm use of: <ul style="list-style-type: none"> ○ Resident and Staff Symptom Logs ○ Log tracking of other facilities staff have worked in over the last 14 days. 	Facility Nursing / Care Giving		<div>  COVID19 RESIDENT Line List Template.xls  COVID19 STAFF Line list Template.xlsx </div>

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	<ul style="list-style-type: none"> Map of the facility and identify where residents are located for Public Health Outbreak Investigation Nurse. Track test results and maintain log for all residents and staff. 			  Staff Facility Log of Temp Symptoms Wo Staff Result tracking li
Location of Residents in Facility and PPE Resources				
	PATIENT/RESIDENT Mask Covid + Patient/Resident and move to Covid + room or (red unit). Set up separate entrance and exit for staff if possible. Mask PUI /exposed (even if non-symptomatic) Patient/Resident and move to (yellow unit). Prioritize using single rooms for PUI/exposed patient/resident.	Facility Nursing / Care Giving		 Zone Job Aid.docx  Log - Healthcare Workers and Visitors
	PPE Usage: Review inventory of PPE, location of supplies, and educate staff on appropriate PPE use per recommendation (Red) (Yellow) and (Green) sections. Enact buddy system/mirror to confirm proper don/doff. Assess current facility inventory of PPE and continue to assess daily. Use Burn Rate Tool.	Facility Nursing / Care Giving		 4 color slides PPE and IC.pptx  Flyer for Fit Test, PPE and Swab Training.do  PPE-Burn-Rate-Calculator.xlsx  CCCHS Resource Request form BLANK. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Facemask Respirator (Fit Tested) Gowns Gloves Eye Protection (face shield / goggles) Hand Sanitizer </div>
Enforce & Revise Facility Policies for Staff				

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	Sick Leave Policies - Reinforce policies. Remind staff not to report to work when ill.			 StayHomeFromWork_Horizontal (1).pdf
	Restrict Staff Movement between areas of the facility with and without ill residents, and exposed residents.	Facility Nursing / Care Giving		
	All group activities should be cancelled.			
	Communal Dining should be cancelled unless assistance is required as part of the Residential Care Plan. Residents requiring assistance with feeding should maintain a 6-foot distance from other residents during supervised meal and staff should perform hand hygiene when moving from one resident to another.			https://www.coronavirus.cchealth.org/health-orders HO Social Distancing 7/11/20
Infection Control				
	Infection Control – Increase cleaning frequency of hard non-porous, high touch surfaces, including bathrooms, and breakrooms. Designate separate breakroom/bathroom or scheduled breaks. <u>Shared areas must be cleaned between use by staff or residents.</u> Ensure adequate hand hygiene supplies: <ul style="list-style-type: none"> Put alcohol-based hand sanitizer with 60-95% alcohol in every patient/resident room (ideally both inside and outside of the room) and other patient/resident care and 	Facility Environmental Services		 disinfectants-onepager.pdf https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

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	<p>common areas (nurses' station, front entrance, etc.)</p> <ul style="list-style-type: none"> ○ Make sure that sinks are well-stocked with soap and paper towels for handwashing. 			

GREAT JOB - YOU HAVE COMPLETED THE MOST URGENT STEPS TO CONTAIN THE SPREAD OF COVID-19 IN YOUR FACILITY.