

COVID-19 PREPAREDNESS LABOR/MANAGEMENT CHECKLIST

Education and Training

- Employees are being trained on how to recognize potential cases.
- Employees are being trained on the latest information on how the COVID-19 virus is transmitted.
- Hand washing protocols are being emphasized on a daily basis.
- Employees are being reminded not to come to work if sick.
- Employees are being trained on contact, droplet, and airborne precautions for caring for patients with infectious disease.
- Employees are being trained on putting on and removing protective clothing.
- Employees are being trained on waste disposal techniques regarding COVID-19 patients.
- EVS workers are being trained in safe room cleaning procedures - including wait time before entering and appropriate mask to wear.

Protocols

- Protocol is in place to screen and assess patients for potential exposure or infection based on symptoms, travel history and exposure history.
- Protocol is in place to mask patients with surgical masks who may be carriers of the virus or other infectious diseases.
- Protocol is in place to promptly isolate patients who potentially have the virus — ideally in negative pressure rooms (rooms ventilated separately from the regular vent system to avoid cross-contamination) with the door always closed.
- Isolation rooms are clearly designated and non-essential employees and members of the public are being kept away.
- Protocol is in place for employees to report potential exposure, be evaluated and treated and removed from the workplace (with full pay, seniority and benefits) during the incubation period if appropriate.
- Protocol is in place for removing and handling food trays of patients who may have the COVID-19 virus.

- Protocol is in place to train potentially exposed employees on how to protect their families at home and ensure they have necessary equipment at home.

Space and Equipment

- There are adequate negative pressure isolation rooms available and we know where they are.
- We know the plans to convert other wards into isolation wards if necessary.
- There are adequate amounts of N95 and PAPR respirator masks to accommodate a surge in patients.
- Healthcare workers working with patients are being medically cleared and fit tested for N95 respirator masks and trained in their proper use.
- There is an adequate supply of nitrile gloves to accommodate a surge in patients.
- There is an adequate supply of isolation gowns to accommodate a surge in patients.
- There is an adequate supply of facial shields to protect eyes, nose and mouth.

Staffing

- Staffing levels are robust to handle potential patients. Corners aren't being cut when it comes to staffing.
- Stand-by staffing for critical conditions has been updated to meet this challenge.

Communication

- Hospital leadership is communicating often with employees in multiple forums to provide updates, reinforce prevention protocols and combat misinformation.
- Hospital leadership will remain in regular contact with labor partners to ensure effective communication.