

COVID Testing – Planning and Preparation Checklist

Review Checklist and listen to Webinar on Preparing for Testing at your facility

Pre-Testing Planning

- Complete survey in Red Cap – link to complete will be sent 5/14
- Identify testing supplies
- Do you need assistance
- Planned date for testing
- Number of Residents and Staff to be tested (all Healthcare Workers including hskg/dietary)
- Recommend testing – 1st test, re-test all negatives 7 days later and then 14 days later
- Medical Director to write order for facility testing
- Communication to Residents/Families/Staff
- Blanket consent – send email back if opting out

Cohorting of Residents

- Keep positive residents separated
- Universal PPE can be used – mask/gown/goggles – change gloves between patients

Plan

- Plan for what you would do if you had 10, 20 or 50 positive resident cases are detected

Select Location

- Look and evaluate floor plans
- Select best location based on work flows
- Identify dedicated staff to work on Unit – including housekeeping
- Post signs for Restricted Area
- Identify Donning Area – Donning poster, PPE and Alcohol based hand rub
- Identify Doffing Area – Doffing poster, Large wastebasket and Alcohol based hand rub

Cleaning and Disinfection

- Clear instructions on how to mix disinfectant
- Clean equipment between residents
- Clean environment
- Plan to clean hi touch items frequently

PPE

- Train staff on donning and doffing – return demonstration – audit
- Audit Hand Hygiene
- Establish process for staff to don, Doff and store PPE when on break
- Track PPE daily – utilize CDC burn calculator
- Optimize supplies
- Reach out to Healthcare Coalition when under 3 day supply

Staffing Shortages – Planning and Preparation

- Identify when you will be expecting test results so to plan for potential staff shortages
- Expect 5-30% of staff to test positive
- Plan for shortages in ancillary depts. As well (dietary, hskg, maint)
- Utilize ancillary staff in other capacities – therapies, etc. – orientation/training
- Identify incentives: Increase hourly wage (Hazard/Unity pay), meals, scrubs, etc.
- Leadership to be present on the units
- Set up contracts with agencies – short term/long term
- Follow LTC Emergency Staffing Progression

Mental Health Wellbeing

- Impacts of testing and positive results – health and financial impacts
- Stress of short staffing and working long hours
- Fears
- Emotional response
- Stress impact of moving residents

Testing – Lab needs

Understand collection, storage and transport processes of the lab

Pre-fill lab forms, Pre-label lab tubes

Have available an organized printed resident list

Arrange for transport of specimen

Testing Team

Pair of individuals – one “swabber” and one observer, recorder and handler of specimen

One pair per 20 residents

Recommended to have someone familiar with the residents to assist in testing

Runner who can assist teams – getting supplies, etc.

Specimen transporter

Infection Preventionist