



# Preparation Checklist & Best Practice Strategies

April 3, 2020

Please review, discuss and share this important checklist / best practices with your teams as appropriate.

## Infection Control Strategies:

- Assure staff is aware and competent with two new changes in *HealthPRO® Heritage's Policy & Procedures Manual*
  - [Contingency and crisis strategies for PPE](#)
  - [Infection control policy](#)
- Post in office & gym area: Signs to remind staff RE: social distancing and handwashing available [here](#) and [here](#).
- Prioritize handwashing and assure appropriate technique is used.
- Wipe down equipment & assistive devices before and after use.
- Leave dedicated equipment and assistive devices on the unit or in patients' rooms if possible. If unable, set up sanitization stations at nursing stations/in hallway to avoid travel to/from therapy department (including laptops and ipads)

## PPE Strategies:

- Staff must check in at the start of each shift to ensure they have what they need.
- Consider tips for preserving masks such as using 2-ply masks (surgical mask with a "handmade" cloth mask or face shield covering).
- Remember eye protection when needed.
- Assure staff is familiar with proper [don/doff procedures for PPE](#).
- Wear scrubs & change clothes/shoes before leaving work.

## Scheduling Strategies:

- Limit the number of staff on units with active and positive patients, and avoid utilizing PRN or float staff on these units.
- Consider scheduling patients at the end of the day.
- As there is a growing number of patient refusals and/or patients are being placed on medical hold, please make sure this is tracked in your EMR. **Learn more about accessing the new drop-down box to capture reason for refusals [here](#).**

## Patient-Specific Scenarios & Strategies:

**If:** Patient is on isolation + asymptomatic + pending or not pending tests

**Then:** The ideal scenario: Staff should use PPE and continue medically-indicated treatments. (FYI - No need to report this scenario to HR/Task Force, as this is appropriate and requires no additional action.)

**If:** Patient has active symptoms (e.g.: fever & active cough)

**Then:** Patient will be placed on hold.

**If:** Patient is +COVID-19 & on isolation.

**Then:** Staff will treat patients but not when patient has active symptoms (e.g.: fever & active cough).

## Treatment Strategies:

- Use in-room functional activity ideas outlined [here](#).