

**COVID19 REPORTING CHECKLIST**

NMHCA/NMCAL is providing this checklist to assist facilities in the event of a COVID19 outbreak. While NMHCA/NMCAL makes every effort to ensure we provide the most comprehensive information available, it is recommended facilities seek further direction from the NM Department of Health to ensure compliance with all reporting and other requirements.

1. Call the **State Epidemiology Department** hotline # to report a positive result at

**1- 855-600-3453** and that message will get relayed to the Infectious Disease Epidemiology Bureau.   If you have questions and need a call back, include information in the message.  They will most likely send out test kits to test your entire facility, all residents and staff, and will work closely with you, be sure to follow their instructions

1. Call the **Division of Health Improvement** Complaints department and self-report, the information is disseminated to all “need to know” parties within DHI.

**Phone (800) 752-8649**

Fax (888) 576-0012

Email: [**incident.management@state.nm.us**](mailto:incident.management@state.nm.us)

**ADDITIONAL EMAILS/CONTACT INFORMATION:**

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The link for online incident reporting instructions is:

[**https://nmhealth.org/about/dhi/ane/rahf**](https://nmhealth.org/about/dhi/ane/rahf)

1. Report COVID positive results to CDC (NHSN) web portal, weekly reporting or more if desired is the usual protocol.
2. Promptly (within 12 hours) notify HCP, residents, and families about identification of COVID-19 in the facility. See QSO-20-26-NH, Upcoming Requirements for Notification of Confirmed COVID-19 (or COVID19 Persons under Investigation) Among Residents and Staff in Nursing Homes [**https://www.cms.gov/files/document/qso-20-26-nh.pdf**](https://www.cms.gov/files/document/qso-20-26-nh.pdf)
   1. Provide educational sessions or handouts for HCP, residents, and families
   2. Reinforce basic infection control practices within the facility (e.g., hand hygiene, PPE use and environmental cleaning).
   3. Maintain ongoing, frequent communication with residents, families, and HCP with updates on the situation and facility actions
3. Contact your state Ombudsman to give them resident/ family contact information, and to update them on status of the facility as needed.
4. A state “rapid response” team will contact you to help you through the identified positive results. This team is comprised of individuals from Aging and Long-Term Services (who will call and initiate the rapid response), DHI, epidemiology and Infection Control Consultants of NM, who will arrange an infection control assessment. These entities will all work closely with your facility.
5. Report to OSHA within 4 hours of notification of staff positive. Employers may now report positive COVID-19 cases in the workplace to the New Mexico Occupational Health and Safety Bureau [online](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA5MTAuMjY5MTQ4MDEiLCJ1cmwiOiJodHRwczovL25tZ292LmZvcmNlLmNvbS9yYXBpZHJlc3BvbnNlL3MvIn0.-uBDscfGTX_XWyPvhFKJEdfqdue_wCvIxYIwSWZfrn0/s/1243424646/br/83842675417-l).

**Other Resources:**

**New Mexico Health Care Association/New Mexico Center for Assisted Living COVID19 updates webpage**:

[**https://www.nmhca.org/covid19/**](https://www.nmhca.org/covid19/)

**American Health Care Association has many resources:**

[**https://www.ahcancal.org/facility\_operations/disaster\_planning/Pages/Coronavirus.aspx**](https://www.ahcancal.org/facility_operations/disaster_planning/Pages/Coronavirus.aspx)

**CDC responding to COVID19 in nursing homes**:

[**https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-homes-responding.html**](https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-homes-responding.html)

**CDC infection control guidance**:

[**https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html**](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html)

**For further information, please call New Mexico Health Care Association and ask for Pat Whitacre or Tracy Alter, 505-880-1088.**