

LTC Administrators Checklist COVID (Example)

Yes/No For Administrator	
Yes/No	Residents and Staff are tested at required frequency
Yes/No	Competent Staff maintained in key roles, DON, ICP, Maintenance, Safety, Environmental Services and Dietary
Yes/No	Federal and State Reporting Requirements met
Yes/No	Mechanism /Identified personnel are assigned to abreast of continually changing guidance around Covid, from state and federal agencies
Yes/No	Ensure supplies are adequate to safely maintain staff and residents. Process in place to contact County Emergency Preparedness Manager and submit Forms to obtain adequate supplies during shortage, NMHCA.org
Yes/No	Rounding with ICP monthly
Yes/No	Outbreak Management oversight-daily meetings
Yes/No	QAPI process in place and active
Yes/No	Identify On Call Staff/Call Chain to address early identification and movement of suspect cases in both residents and staff. Have list of key contact information for off hours notifications.
Yes/No	Have alternative staffing plans in place for all disciplines, review crisis staffing guidance from DOH/ CDC
Yes/No	Have a Continuity of Operation Plan in place in the event a catastrophic event interrupts normal operation
Yes/No	Ensure Burn Rate is being monitored
Yes/No	Perform ongoing post event analysis to identify opportunities to improve response
Yes/No	Restrict access to building/facility as needed during outbreak.
Yes/No	
Yes/No	
Yes/No	
Yes/No For DON	
Yes/No	Staff fully trained, PPE, Hand Hygiene, Donning Doffing, Testing. Updated training completed for all staff as changes rapidly occur with COVID management
Yes/No	Rounding with ICP Weekly
Yes/No	Outbreak Management Team with Administrator and ICP
Yes/No	Ensure staff have completed NIMS / HICS training
Yes/No	Ensure staff have access to DOH hotline as needed on off shifts 1-855-600-3453
Yes/No	Report to federal, state and local authorities as required, including NHSN
Yes/No	Anticipate staffing and other resource needs during outbreak
Yes/No	
Yes/No For Designated Infection Prevention Contact	
Yes/No	Rounding Daily (change shifts each day or week) Infection Control Rounding includes but not limited to- Environmental cleaning, staff PPE use, cohorting
Yes/No	Identify staff needing retraining/corrective action for infection prevention practices
Yes/No	Line listing of outbreaks
Yes/No	SME in outbreak management
Yes/No	
Yes/No	