

TEN INITIAL STEPS for Long-term Care Facilities with a confirmed Case of COVID-19

- 1** **BREATHE** Take a deep breath and stay calm; remind staff to do the same and to not spread fear or confidential information.
- 2** **ISOLATE** Place positive resident in an airborne isolation room with a private bathroom if available. If one isn't available, use a private room and keep the door closed.
- 3** **PROTECT** Ideally, wear gown, gloves, goggles or face shield and an N95 or higher respirator *for all resident care*. If respirator supply is limited, wear facemasks for routine care and implement contingency capacity strategies as per CDC.¹
- 4** **CONTAIN** Restrict all residents to their room. No visitation.
- 5** **NOTIFY** Contact your regulatory agency *and* your local health department or call 1-877-PA-HEALTH.
- 6** **INFORM** Communicate to all staff, residents and family members. A sample letter is available². Identify a person who will be taking inquiry calls.
- 7** **TRACK** Use the COVID-19 Symptomatic Line List Template², or similar tool, to track symptomatic residents and staff.
- 8** **SCREEN** Begin active screening of all residents every 8 hours. Use the guidance for Active Screening².
- 9** **ASSESS** Assess current supply of PPE, hand hygiene products, and environmental cleaning products. Report immediate needs to your healthcare coalition.
- 10** **PLAN** Activate your incident command structure and identify an Incident Commander; post contact information in nursing station and be ready to share with DOH.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/checklist-n95-strategy.html>

² <https://paltc.org/COVID-19>