Check list to prepare for Covid-19

Prevention phase

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **To do** | **Responsible** | **Progress** | **Signature** |
| 1 | Have you imposed restrictions on non-essential visitors? |  |  |  |
| 2 | Inform CQC, Local Authority and CCG on your visitors’ restriction |  |  |  |
| 3 | Cancel all the upcoming public events |  |  |  |
| 4 | Inform the local GP surgery you work with about the visitor’s restrictions |  |  |  |
| 5 | Display the restrictions on the front door |  |  |  |
| 6 | Display the visitors screening questions on the door |  |  |  |
| 7 | Make the screening questions available to staff |  |  |  |
| 8 | Complete a risk profile and mitigation plan for all the staff on an individual basis |  |  |  |
| 9 | Complete a risk profile and mitigation plan for all the residents on an individual basis |  |  |  |

Preparatory phase

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **To do** | **Responsible** | **Progress** | **Signature** |
| 1 | Plan a general staff meeting on Covid-19 |  |  |  |
| 2 | Inform and train the staff on preparing for Covid-19 |  |  |  |
| 3 | Train staff on laundry management |  |  |  |
| 3 | Stock adequate amount liquid soap, tissues, usual aprons, gloves, hand gels, disposable paper towels. |  |  |  |
| 4 | Train staff on cleaning and disinfection |  |  |  |
| 4 | Additional hospital standard PPEs – N95 respiratory mask, full arm apron, head over, boot cover, coverall. |  |  |  |
| 5 | Disinfecting solutions – Containing chlorine 1000ppm. |  |  |  |
| 6 | Alcohol wipes |  |  |  |
| 7 | Oxygen saturation probe |  |  |  |
| 8 | Kitchen supplies |  |  |  |
| 9 | Non-touch bins |  |  |  |
| 10 | Hand sanitizers. |  |  |  |
| 11 | Identify the team cohorts who could do days and nights. |  |  |  |
| 12 | Provide accommodation for staff if required or to keep them near the care home |  |  |  |
| 13 | Provide easy to read Covid-19 information to all the residents if appropriate to gain their cooperation. |  |  |  |
| 14 | Outbreak management team |  |  |  |
| 15 | Who is the public information lead? |  |  |  |
| 16 | Homely remedies – Paracetamol, honey and other pain medications. |  |  |  |
| 17 | Find the contact details for the Local Health Protection team |  |  |  |
| 18 | Communication strategy and tools to be used for visitors and health professionals. (iPad, skype) |  |  |  |
| 19 | Make contact with local care home providers if they are willing for a staff and equipment share if required. |  |  |  |