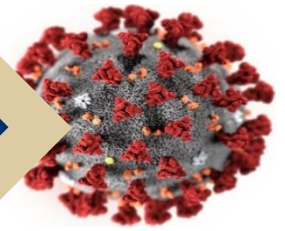


MHCA COVID19

Top ten things to do once you have a positive test



BREATHE

Take a deep breath and stay calm; remind staff to do the same and to not spread fear or confidential information.

ISOLATE

Place positive resident in an isolation room with a private bathroom if available. If one is not available, use a private room and keep the door closed.

PROTECT

Ideally, wear CDC recommended personal protective equipment for all resident care. If PPE supply is limited, wear facemasks for routine care and implement contingency capacity strategies as per CDC. Reserve respirators for high risk procedures.

CONTAIN

Restrict all residents to their room. No visitation.

NOTIFY

Contact the Maine CDC/Public Health Division by calling 1-800-821-5821.

INFORM

Communicate to all staff, residents and family members. A sample letter is available on the MHCA COVID webpage. Identify a person who will respond to inquiry calls.

TRACK

Use the COVID-19 Symptomatic Line List Template, or similar tool, to track symptomatic residents and staff.

SCREEN

Ramp up your active screening process for all residents every 8 hours. Use the CDC guidance for Active Screening of residents and staff prior to starting their shift.

ASSESS

Assess current supply of PPE, hand hygiene products, and environmental cleaning products. Report immediate needs to your county Emergency Management Director. A list of EMA directors by county can be found on the MHCA COVID webpage.

PLAN

Activate your incident command structure and identify an Incident Commander; post contact information in nursing station and be ready to share with State and local officials.

Recommended Immediate Operational Actions



1. Conduct a situational assessment of the facility clinical status per CMS guidance.



2. Review materials and supplies inventory and determine immediate needs. This includes masks (surgical and respirators), gloves, gowns and hand sanitizer.



3. Conduct just-in-time training of PPE and respiratory protection. A short web based training is available through AHCA.



4. Review current facility entrances to assess for screening of staff and essential visitors. Restrict access to one entrance.



5. Execute policies for cohorting residents based on those who may be symptomatic, under investigation or positive.



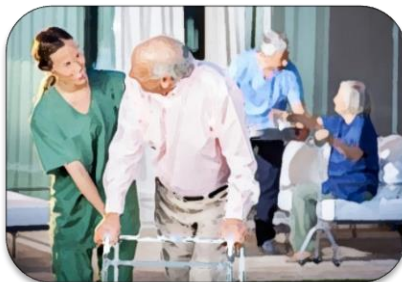
6. Gather and record information for visitor and staff contact tracing. If essential visitors are allowed into your facility document when and who they had contact with.



7. Review policies regarding staff screening, self isolation at home and the use of paid time off during quarantine.



8. Conduct a facility's infrastructure assessment to determine sustainability.



9. Execute facility staffing sustainment plan. Assess the use of auxiliary staff for non clinical tasks.



10. Identify your incident management team within the facility and initiate an initial incident action plan.



11. Request assistance of regional incident management resources should it be necessary to provide support and coordination beyond the initial phases of response.



12. Report information and request any unmet needs to your county emergency management director.