

March 31, 2020

ND Dept of Human Svc - Developmental Disabilities Division: COVID-19 Preparedness Checklist

The DD Division expects that every provider is implementing its Infectious Disease (Pandemic) Plan in response to COVID-19. Each provider was required to submit their plan to the DD Division and regional DDPA.

The COVID-19 event is constantly changing; therefore, providers should remain up to date on guidance from Federal, State, and Local health officials and make necessary adjustments to their plans.

The information contained in this document contains a checklist of key areas to consider in developing or adjusting your agency's plan as needed. Refer to the CDC website for update to date or additional information. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- People in the agency are assigned responsibilities to address and coordinate preparedness planning. Key public health point contacts or other entities are identified.
- A copy of the plan is available to staff.
- Plan has infection control procedures that outline the recommended transmission-based precautions. Implement increased cleaning and hygiene protocols. Ensure there is enough cleaning supplies available.
- Federal, state, or local plans are reviewed and incorporated into the plan.
- Emergency contact information is current for each individual receiving services.
- Plan for communicating with individuals, guardians, families, visitors, DDPA/DDPM's, and other service providers. Including when the primary contact staff are out, how will people be redirected to a back-up contact person.
- Provide education to staff and people receiving services on COVID-19, standard precautions, infection control, and handwashing. Language and reading-level appropriate materials are identified.
- Plan ensures both individuals and staff remain home when they are sick.
- Evaluate if there are individuals with compromised immune systems or would fall into the CDC identified high risk categories.
- Screening processes for staff and visitors to determine if they have been in contact with anyone who has tested positive or traveled to a location with increased cases. Includes expectations (e.g. handwashing, prohibiting visitors, etc.)

DEVELOPMENTAL DISABILITIES

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- If restricting visitors, have policies addressing when and how visitors might still be allowed (e.g. essential people, end-of-life).
- Have alternative methods for visitations (video, phone, etc.).
- Process for restricting or limiting community outings.
- Processes to ensure continued access to medical treatment, medical supplies, equipment, and behavior supports.
- Ensure supplies are maintained of first aid kits, PPE supplies, basic over the counter medications (e.g. Tylenol), medical supplies, cleaning supplies, hand hygiene, household items, and food.
- Have a process to monitor supply levels and ensure an adequate supply is available if a quarantine is necessary. Identify resources or entities if you experience a supply shortage.
- Process for screening/identifying, reporting, monitoring, tracking, and treating symptoms. Include what to do if an individual or a cluster of individuals has symptoms.
- Plan for your first positive case and have reporting requirements outlined.
- Have a process for responding to isolation or quarantine (at direction of a public health entity).
- Have a plan/response if an individual requires oxygen.
- Plan for relocation (including transporting and tracking individuals, notifications).
- Plan for addressing potential staffing shortages, including strategies to mitigate staffing shortages and back up plans. Includes identify minimum staffing patterns. Ensure adequate staffing to meet the life-sustaining and safety needs of individuals.
- Plan to address postmortem care.

Disclaimer:

COVID-19 is an emerging disease. New knowledge is added daily and guidance may change as the situation evolves. Please consult the CDC and North Dakota Department of Health websites regularly for the most up-to-date information. The information contained in this message is not intended nor implied to be a substitute for professional medical advice. Talk with your healthcare provider about any questions you may have regarding a medical condition. Nothing contained in this document is intended to be used for medical diagnosis or treatment. The information provided by the Department should be treated as a resource only and should not be construed as medical or legal advice.