**PREVENTION**

**What Key Actions Should I Be Taking to Prevent the Spread of COVID-19?**

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| **STRATEGY*****(check box if practice is in place in your setting)*** | **Tools/Resources** | **Tips** |
| **Communication and Awareness** |
| [ ]  Stay up-to-date on COVID-19.  | [**MDH COVID-19 Website**](https://www.health.state.mn.us/diseases/coronavirus/index.html)[**CDC COVID-19 Website**](https://www.cdc.gov/coronavirus/2019-ncov/index.html)[**WHO COVID-19 Website**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) | Regularly review these websites to have access to up-to-date information on COVID-19, including readiness and response resources.  |
| [ ]  Educate staff, residents and families on COVID-19, your preparations, and preventative steps they can take to prevent the spread of the illness. | [**LeadingAge MN Communications Toolkit**](https://www.leadingagemn.org/assets/docs/COVIDMemberResourceCommunications_v4.pdf)[**COVID-19 Fact Sheets, Handouts & Posters (CDC)**](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html)[**COVID-19 Video PSA and Print Materials (MHA)**](https://www.health.state.mn.us/diseases/coronavirus/materials.html) | Communicate often with staff, residents and families so everyone is confident in your preparation and know what preventative steps they can take.  |
| **Operational Planning** |
| [ ]  Review your emergency plan. |  | Conduct a mini tabletop exercise to identify gaps in the plan and revise plans to address these gaps. |
| [ ]  Inventory and secure Personal Protective Equipment (PPE) supplies, such as gowns, gloves, masks, eye protection, cleaning supplies, and vital sign equipment. |  | Have a PAR level of PPE readily available to staff. Designate a person or groups of people to dispense other PPE when necessary. |
| [ ]  Review isolation precautions and set-up for any residents who may need to be confined to their room. | [**Transmission-Based Precautions (CDC)**](https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html)  | Put together isolation kits so they are ready in the event they are needed. |
| **Preventing introduction of respiratory germs into your setting** |
| [ ]  Post signs at the entrance instructing visitors not to visit if they have symptoms of respiratory infections. | **[Help Protect Our Residents Poster](https://www.health.state.mn.us/people/cyc/stopres.html)** [(MDH)](https://www.health.state.mn.us/people/cyc/stopres.html)*Can be used in residential and long-term care settings; available in 5 languages* |  |
| [ ]  Ensure your sick leave policies allow staff to stay home if they have symptoms of respiratory infection and clearly communicate expectations for when to stay home.[ ]  Use a log to track employee illness. | [**Symptoms of Coronavirus Disease 2019** (MDH)](https://www.health.state.mn.us/diseases/coronavirus/basics.pdf)[**Employee Illness Log** (MDH)](https://www.health.state.mn.us/people/foodsafety/dwi/empillog.html) | Communicate respiratory symptoms to employees and ask they stay home if experiencing any of these symptoms.Review illness policies. |
| **Preventing spread of respiratory germs within your setting** |
| [ ]  Monitor residents and staff for fever or respiratory symptoms. | [**Symptoms of Coronavirus Disease 2019** (MDH)](https://www.health.state.mn.us/diseases/coronavirus/basics.pdf)[**Symptoms of Coronavirus Disease 2019** (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf) | Keep a log of staff and resident illness for tracking and surveillance. |
| [ ]  Support hand and respiratory hygiene, as well as cough etiquette by residents, visitors, and staff. | [**Handwashing Guidelines** (CDC)](https://www.cdc.gov/handwashing/when-how-handwashing.html)[**Handwashing Posters and Handouts** (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html)[**Respiratory Hygiene/Cough Hygiene Practices** (CDC)](https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm)[**Hand Hygiene Posters and Handouts** (MDH)](https://www.health.state.mn.us/people/handhygiene/materials.html)[**Cover Your Cough Posters and Handouts** (MDH)](https://www.health.state.mn.us/people/handhygiene/materials.html) | Consider placing hand hygiene products, tissues, and waste receptacles throughout the community. |
| [ ]  Take proper steps for cleaning and disinfecting surfaces to remove germs that make people sick.  | [**COVID-19 Fighting Products**](https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf) | Add additional cleaning of common areas and high traffic areas to cleaning schedule. |
| **Partnering with hospitals and clinics** |
| [ ]  If you are sending residents to the hospital or clinic who have respiratory symptoms, call ahead and let them know. | [**Inter-Facility IC Transfer Form**](file:///C%3A%5CUsers%5Cjboyne%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CDHD0Q2BX%5CInter-Facility%20Infection%20Control%20Transfer%20Form%20for%20States%20...%20-%20CDCwww.cdc.gov%20%E2%80%BA%20hai%20%E2%80%BA%20pdfs%20%E2%80%BA%20toolkits%20%E2%80%BA%20Interfacility-IC-Transfer-Form-) | Make sure to communicate the client’s status with the receiving health care facility. |