



SURGE PREPAREDNESS ASSESSMENT TOOL

Clinical/Operational	Resources
Emergency Preparedness Plan	
<input type="checkbox"/> Review and evaluate opportunities to strengthen your emergency preparedness plan in preparation for a surge, such as your: <ul style="list-style-type: none"> ● Incident Command System ● Integrated Communications ● Chain of Command ● Decision-making process ● Evacuation Plan for relocating residents ● Emergency Staffing Plan and Staffing Plan for relocating residents 	CMS Emergency Preparedness Checklist MDH Long-Term Care Preparedness Toolkit Appendixes for Long-Term Care Toolkit Emergency Staffing Template Policy
Resident Management – Base Practices	
<input type="checkbox"/> Review and address opportunities to strengthen your base COVID-19 Resident Management Practices, including strategies to ensure compliance with hand hygiene and donning/doffing PPE. <i>(See Containment Checklist)</i>	Containment Checklist Improving Hand Hygiene & PPE Compliance COVID-19 Focused Survey Tool and Checklist ICAR COVID Action Plan Template
Resident Management – Surge Preparation Practices	
<input type="checkbox"/> A contingency plan has been developed for creating and operating isolation/cohort spaces, including consideration of non-traditional spaces and alternate locations with dedicated staff to work only on affected units.	COVID-19 Cohorting Guide CDC: Infection Prevention and Control Considerations for Isolation Sites and Alternate Care Sites
<input type="checkbox"/> Determine essential/non-essential standards of care for a crisis situation (e.g., low staffing levels, supplies not available).	
<input type="checkbox"/> A strategy is in place for how priorities are made in the event there is a need to allocate limited resident care equipment, PPE, medications, or other critical resources with a process in place for addressing related ethical issues.	
<input type="checkbox"/> Review and address opportunities to strengthen preparation for providing care and respecting the wishes of residents at end of life, such as: <ul style="list-style-type: none"> ● Reviewing residents' advance directives if in place. 	COVID Ready Communication Playbook Loss of Life Communications Toolkit Acute Symptomatic Management

<ul style="list-style-type: none"> • Updating physician orders and resident records to comply with any changes to Advance Directives. • Ensuring care processes, and adequate supplies, equipment and medications are available to manage symptoms such as symptomatic breathlessness, respiratory track secretions, pain, and agitation/anxiety. • Providing spiritual and comfort care. 	
<input type="checkbox"/> Plans for expanding capacity for end-of-life care have been discussed with key vendors/suppliers, such as pharmacy and oxygen suppliers. Consider ordering additional supplies and medications for individual residents as appropriate.	
<input type="checkbox"/> A contingency plan has been developed for managing an increased need for postmortem care and disposition of deceased residents.	Transfer of Deceased Patients Infection Prevention and Control for the safe management of a dead body in the context of COVID-19 Authorization for attending funerals during Stay at Home order
<input type="checkbox"/> An area in the facility is identified that could be used as a temporary morgue.	
<input type="checkbox"/> Local plans for expanding morgue capacity have been discussed with local and regional planning contacts.	
Supplies	Resources
Supplies – Base Practices	
<input type="checkbox"/> Review and address opportunities to strengthen your base COVID-19 Supply practices. <i>(See Containment Checklist)</i>	Containment Checklist
Supplies – Surge Preparation Practices	
<input type="checkbox"/> Estimates have been made of the quantities of supplies needed for an extended surge, with considerations for supplies needed to maintain both “clean” and “dirty” rooms, including: <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Equipment (e.g., liquid oxygen, wheelchairs, blood pressure cuffs, sat machines, beds, ear probes). • Medications (prescription and over-the-counter) 	PPE Burn Rate Calculator Process for Requesting PPE from State-Managed Caches
<input type="checkbox"/> Estimates have been shared with local, regional, and tribal planning groups to better plan stockpiling agreements.	Regional Health Care Coalition
<input type="checkbox"/> A plan has been developed to address likely PPE shortages, including strategies for normal and alternative channels for procuring needed resources.	PPE Optimization Strategies
<input type="checkbox"/> A process is in place to track available quantities of consumable medical supplies including PPE.	

Staffing	Resources
Staff Management – Base Practices	
<input type="checkbox"/> Review and address opportunities to strengthen your base COVID-19 Staff Management Practices. <i>(See Containment Checklist)</i>	Containment Checklist
Staff Management – Surge Preparation Practices	
<input type="checkbox"/> A contingency staffing plan has been developed that identifies the minimum staffing needs and prioritizes critical and non-essential services based on residents’ health status, functional limitations, disabilities, and essential facility operations.	
<input type="checkbox"/> A person has been assigned responsibility for conducting a daily assessment of staffing status and needs during a COVID-19 outbreak.	
<input type="checkbox"/> The staffing plan includes strategies for collaborating with local and regional planning and response groups to address widespread healthcare staffing shortages during a crisis, or any acute staffing situation, and establishing trigger points for escalating the staff plan and outreach for support.	Regional Health Care Coalitions
<input type="checkbox"/> The staffing plan includes strategies for enhanced recruitment and implementing new rules for expedited hiring and on-boarding as regulatory changes occur.	Staff Recruitment Strategies
<input type="checkbox"/> A process is in place for on-going communication, training, and just-in-time coaching for staff, e.g., reinforcing hand hygiene, updates on resident care needs, updates on practice changes.	
<input type="checkbox"/> A plan is in place to provide additional support for staff during a surge/crisis situation.	Supporting Staff Needs in Crisis Staff Morale in the Time of Crisis
Crisis Communication	Resources
Communications – Base Practices	
<input type="checkbox"/> Review and address opportunities to strengthen your base COVID-19 Prevention and Containment practices for Communication. <i>(See Containment Checklist)</i>	Containment Checklist
Communications – Surge Preparation Practices	
<input type="checkbox"/> A process is in place to communicate to residents, families, and staff during a surge/crisis situation.	Crisis Communication Toolkit Loss of Life Communications Toolkit
<input type="checkbox"/> A process is in place to communicate to media and external audiences during a surge/crisis situation.	Crisis Communication Toolkit

Sources:

- AMDA – *The Society for Post-Acute and Long-Term Care Medicine*
- *Centers for Disease Control & Prevention COVID-19 Guidelines*
- *Minnesota Funeral Home Directors Association*
- *U.S. Department of Health & Human Services (HHS) Assistant Secretary for Preparedness and Response (ASPR) Technical Resources, Assistance Center, and Information Exchange (TRACIE)*
- *Minnesota Department of Health*
- *World Health Organization*
- *Worldwide Hospice Palliative Care Alliance*