

Coronavirus COVID-19 Day Program Checklist Tool (Page 1 of 4)

ACTION	YES	NO	COMPLETION DATE	COMMENTS
PLAN				
1. Review your Emergency Plan/Continuity of Operations Plan.	X		3/9/2020 and ongoing	OCY management is regularly monitoring the rapidly developing situation and is communicating daily operation plans.
2. Update your Plan to reflect changes based on your review and current situation.	X		3/9/2020 and ongoing	Our plan is reviewed and updated at least daily to reflect any necessary changes brought down by government or OCY management direction.
3. Update all workforce/volunteer contact information.	X		3/16/2020	Verified that OCY has contact information/emergency contact information of program staff.
4. Coordinate with local emergency operations/ local health department/health care coalition	X			Daily and ongoing- OCY management are in direct contact with the healthcare field; healthcare staff serve on our board of directors.
5. Review personnel policies with regard to use of personal time, sick time, overtime. Develop contingency policies.	X		3/16/2020	Reviewed policies regarding personal time & sick time. Overtime must be approved by management prior to working additional hours.
6. Check with your vendors about supply chain especially those that provide you with medications for your clients.	X		3/16/2020	The FRC does not dispense medications. For best practice, staff will check in with families to see if they have adequate supplies of medications at home. Staff will coordinate with family and providers, if needed & necessary. OCY belongs to a shared services network and has reached out to this network to ensure all program needs are met.
7. Plan to address workforce shortages. Contract with other agencies for additional workforce.	X			OCY management and HR staff are meeting daily to discuss staffing matters. OCY will not be contracting with other agencies due to government mandating the limiting of contact.
8. Develop a plan to cross train workforce wherever possible, including volunteers.	X		3/16/2020	The Taunton FRC is following the recommended work flow of the Standardized Operations Manual. All staff are cross trained on intakes, understand roles, and OCY policies and best practices.

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9. Develop a questionnaire to identify which workforce members are available to work extra and flexible hours. Also identify workforce members that may be employed by another health care provider as they may have a commitment to that organization in an emergent situation.	X		3/16/2020	N/A. No staff members are employed by health care providers. The Taunton FRC will keep our regular schedule.
10. Communicate your plan with partner agencies.	X		3/16/2020	Community partners have been informed of our plans.
11. Help your workforce develop a plan for their families.	X		3/16/2020	Program Manager has checked in with staff about any needs they have, especially about childcare.
CLIENT CARE				
1. Identify client family members who may be able to take on more care responsibility if necessary.	X		Ongoing	While meeting with families and hearing needs arise will ask if families have natural supports to rely on and/or offer virtual supports.
2. Develop a Succession Plan.		N/A		N/A
a. List names and responsibilities.		N/A		N/A
b. Get governing authority approval.		N/A		N/A
3. Develop alternate staffing patterns such as longer days.	X		3/16/2020	As of this date we will continue to have the FRC open: Mondays- 9am-5pm, Tuesdays- 9am-7:30pm, Wednesdays 9am-7pm, Thursdays-9am-7:30pm, Fridays-9am-5pm, 1 st & 3 rd Saturday of each month from 10am-1pm.
4. Ask screening questions before each day and identify responsible person for conducting screenings (scheduler, supervisor, etc.)	X		3/13/2020	Policy developed to screen staff and program participants. Policy/best practice posted at our FRC and reviewed with staff. Reception/staff will screen families/community partners as they enter the FRC.
5. Develop a remote phone outreach plan among clients who no longer can attend the program to decrease social isolation.	X		3/16/2020	FRC Staff will call families weekly and/or as needed to check in. Support will be offered, as needed and in accordance with FRC/OCY policies. A list of mental health virtual resources was developed as a resource.

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SITUATIONAL AWARENESS				
1. Communicate with local emergency preparedness organizations.	X		3/16/2020- ongoing	The FRC will continue to communicate with community partners about how to serve families in need.
2. Assign one person to monitor daily updates from CDC, DPH, and World Health organization.	X		3/16/2020- ongoing	Program Director
3. Be aware of state updates, resources and communications.	X		3/16/2020-ongoing	Updates, resources, and communications will be shared with the team/families as they are received.
INFECTION CONTROL AND PREVENTION				
1. Educate/re-educate workforce in the following:	X		3/16/2020-ongoing	Staff reviewed Infection Control Policies (precautions & transmissions) Information is posted throughout the FRC.
a. Standard Precaution	X		3/16/2020- ongoing	Handwashing visuals have been posted throughout the FRC, including bathrooms. COVID-19 awareness visuals have all been posted.
b. Transmission- based precautions such as				
1) contact	X		3/20/2020	Staff will receive training via our Relias on-line training center.
2) droplet	X		3/20/2020	Staff will receive training via our Relias on-line training center.

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2. Download multi-lingual client seasonal influenza information and distribute to clients and their family members.	X		3/16/2020	Staff obtained information and is available at the FRC.
3. Re-educate workforce on handwashing protocols using running water and waterless hand sanitizers.	X		3/16/2020	Handwashing protocols have been reviewed and posted throughout the FRC, including bathrooms.
4. Offer seasonal influenza vaccination to workforce and clients.		X		N/A- FRC staff will refer staff/families to CVS or other local clinics.
5. Check PPE supplies and dates. Move outdated to back and label as outdated but do not discard at this time.		N/A		We have a supply of hand sanitizer, soap, gloves, paper towels. We believe we have sufficient supplies at this time. The FRC hand sanitizer's were appreciated.
6. Educate workforce again in donning and doffing of PPE and in sequential order.	X		3/16/2020 By 3/20/2020	Reviewed Infection Control Policy. Staff to complete Relias on-line training.
7. Review your infection control policies for surveillance, recognition, identification and reporting requirements for workforce and clients.	X		3/16/2020 By 3/20/2020	Reviewed Infection Control Policy. Staff to complete Relias on-line training.
8. Have a process to monitor and report any workforce or client illnesses in your organization.	X		3/16/2020-ongoing	Front desk reception/FRC staff will screen families/community partners upon entrance. Signs/symptoms of COVID-19 are posted in the FRC. FRC staff to maintain a confidential list of all visitors going forward.
9. Develop an occupational health plan and policies for any workforce members with an exposure to COVID-19.	X		3/3/2020 and ongoing	OCY is following recommendations from CDC and DPH daily and adapting policies as needed. Information on prevention and control has been distributed and posted at our sites.