COVID-19 Toolkit
for Long Term Care Facilities

Contact Us:
Phone - 503.988.3406
Fax - 503.988.3407

COVID-19 Outbreak Response
Checklist for Long-Term Care Facilities

To Do	Reference
TRACK: ❏ Keep track of cases by filling out the case log.	
TESTING: ❏ Work with MCHD for testing criteria	
EDUCATE: ❏ Educate facility staff and residents of the outbreak, symptoms and preventive measures	
CONTROL MEASURES ❏ Stop all transfers and new admissions ❏ Isolate ill residents ❏ Limit visitors and post notices on all entrances to the facility ❏ Post "Cover your Cough pdf" posters ❏ Cancel group activities ❏ Restrict/exclude sick employees from work ❏ Enforce hand washing with soap and warm water or alcohol-based hand sanitizer if hand washing is not available ❏ Implement standard and droplet precautions (airborne if testing) ❏ Provide personal protective equipment among staff ❏ Increase cleaning of equipment and frequently touched surfaces	

Keep track of cases - Fill out the case log

In the event you have cases of COVID-19 in your facility, Multnomah County Health Department will instruct you to complete and submit the *COVID-19 Case Log* (Appendix 1). You will also be asked to provide daily updates on case counts. Please select a point person at your facility who will track and update the case log.

The point person for the COVID-19 Case Log in our facility will be:

_____

The COVID-19 Case Log is available as a fillable Excel spreadsheet or PDF (Appendix 1), which you should complete and return by secured email. You may also choose to print a copy and fax it to the Health Department at (503) 988-3407.

Educate all facility staff and residents about COVID-19 symptoms and preventive measures

Share key facts about COVID-19 with all staff and residents.(Appendix 2)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that started spreading in people in December 2019. It has since traveled to many countries throughout the world including the U.S.

Patients with COVID-19 have had mild to severe respiratory illness with symptoms that include:

- fever
- cough
- shortness of breath

There is currently no vaccine or antiviral treatment for COVID-19. Patients who are sick with COVID-19 can get care to help relieve symptoms.

Encouraging preventive measures among staff, visitors and residents can help prevent the spread of illness. Helpful measures include:

- Avoid close contact (within 6 feet) with people who are sick.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Wash hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Stay home if sick.

In general, sick staff members should not be allowed to work until they are fever free for 24 hours without the use of fever reducing medicines. Discuss current work restriction guidance for close contacts of COVID-19 cases with your local public health department.

Implement facility-wide control measures

The quickest way to prevent new cases in an outbreak is to identify and stop transmission of the disease. The following control measures should be implemented once your facility suspects an outbreak. **Do not wait for local public health to declare an outbreak.**

✔ Stop admissions and transfers

- Stop all transfers within and out of the facility; or provide a descriptive symptom profile to the receiving facility prior to any transfer.
- Do not accept new admissions into the facility until the outbreak is declared over by MCHD.
- Post notices on the entrance of the facility warning visitors of the outbreak and its highly communicable nature (Appendix 3 - *Facility Outbreak Notice*).

✔ Restrict visitors

- Place signs at every entrance that warn visitors of respiratory illness in the facility.
- Encourage friends and family to avoid entering the facility while the outbreak is going on. Consider restricting the number of visitors per patient allowed in the facility. Consider limiting visitors to adults only.
- Screen visitors for respiratory symptoms.
- Consider methods to help residents stay in contact with family while avoiding exposures, such as telephone calls and video chats.

✔ Stop group activities

- Stop all group activities until the outbreak has been declared over. Group activities, where people are together in close quarters, are an easy way for germs like COVID-19 to be spread.

- Close the dining room if that is where residents go to eat. Residents will need to be fed in their rooms using disposable dishes and cutlery.

- All social and recreational groups should be cancelled until further notice.

✔ Isolate ill residents

- Place ill residents in private rooms if available. If private rooms are not available, sick patients can be roomed together (see cohorting below).
- Discuss guidelines for visitors to ill residents with health department staff.

✔ Implement staff cohorting

- If your facility has the capacity and resources, place all sick patients into the same area or wing.
- Assign staff to work with those patients only (staff cohorting).
- Restrict staff movement from sick residents to well residents. If you are not able to assign staff to only work with ill patients and others with well patients, staff should work with well patients first before moving to sick patients.
- Decisions to discontinue transmission-based precautions for residents diagnosed with COVID-19 will be made in consultation with the health department
- Exclude nonessential staff, students, and volunteers from working with cases until the situation is over. Nonessential staff are any staff who contribute to the care of residents, but that care is not medically required (such as activity coordinators). Facilities will need to determine who is essential for the care of residents.

✔ Keep clean

- Disinfect all affected surfaces with an Environmental Protection Agency-registered commercial virucide. Be sure you follow the instructions for "contact time" (how long the surface should remain wet) to ensure all germs are killed.

- If a commercial virucide is not available, prepare a bleach solution (3/4 cup concentrated bleach per 1 gallon of water) to disinfect all affected surfaces as well as nearby surfaces: chair handles and backs, door handles, counters, hand railings, bed linens and frequently used items (food trays, phones, combs, remote controls, etc.)
- Provide additional work supplies for staff such as pens, etc. to avoid sharing

✔ Standard and droplet precautions

- Implement droplet precautions for all residents with suspected or confirmed COVID-19.
- If patients are being tested for COVID-19, testing should be done using airborne precautions.
- Use standard precautions for all other patients.

Transfer of patients to a hospital

- If a patient suspected of having or diagnosed with COVID-19 needs to be transported to the hospital for care, alert emergency medical services and the receiving facility prior to transport.

Multnomah County COVID-19 Toolkit for Long Term Care Facilities - Appendix 1

COVID-19 Case Log

Multnomah County Health Department

County: _____

Facility: _____

List all residents and staff with any respiratory illness / Name	Date of birth	Sex (F or M)	Resident or staff (Codes Below)	room number	Job duty code (staff only) (Codes Below)	Onset Date (m/d)	Fever >100 F (Tmax)	Cough	Shortness of Breath	Pneumonia	Emergency Dept Visit	Hospitalized	Died?	seen by provider	Lab Confirmed COVID-19?	Other Lab Results (e.g.: adenovirus, legionella)	Comments
							Check all that apply							Check all that apply			
Totals							0	0	0	0	0	0	0	0	0		

Instructions:
Complete all columns for each person listed. Add rows as necessary. Save and email form by secured email to Multnomah County Health Department, by fax at 503-988-3407 or as instructed. For help using this log contact the CD nurse at Multnomah County Health Department at 503-988-3406.

Use these codes for patient type
R resident
S staff

Use these job codes for staff duties
A administrative   M maintenance
F food service   O other
H housekeeping   P patient care

Multnomah County COVID-19 Toolkit for Long Term Care Facilities - Appendix 1

Novel Coronavirus
Fact Sheet

What is novel coronavirus?

Novel coronavirus (COVID-19) is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus. It has the potential to cause severe illness and pneumonia in some people and there is not a treatment.

How does novel coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

How severe is novel coronavirus?

Experts are still learning about the range of illness from novel coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions.

What are the symptoms?

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus:

Fever   **Cough**   **Difficulty breathing**

What should I do if I have symptoms?

Call your healthcare provider to identify the safest way to receive care. Let them know if you have traveled to an affected area within the last 14 days.

Who is at risk for novel coronavirus?

Your risk of getting COVID-19 relates to your exposure to the virus. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See wwwnc.cdc.gov/travel for the latest travel guidance from the CDC.

How can I prevent from getting novel coronavirus?

If you are traveling overseas follow the CDC's guidance: wwwnc.cdc.gov/travel.

Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- Wash hands often with soap and water. If not available, use an alcohol-based hand sanitizer

- Avoid touching your eyes, nose, or mouth with unwashed hands

- Avoid close contact with people who are sick

- Stay home while you are sick and avoid close contact with others

- Cover your cough or sneeze with a tissue, then throw it away.
  If you don't have a tissue, cough into your elbow.

- Clean and disinfect objects and surfaces that you frequently touch.

Currently, there are no vaccines available to prevent novel coronavirus infections.

How is novel coronavirus treated?

There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

For more information:

www.healthoregon.org/coronavirus

Updated 3/5/2020

Oregon Health Authority

PUBLIC HEALTH DIVISION
Health Security, Preparedness and Response (HSPR)

OHA 2356 English (3/2020)

You can get this document in other languages, large print, braille or a format you prefer. Contact the Public Health Division at 971-673-0977 or 971-673-0372. We accept all relay calls or you can dial 711.

NOTICE!

We are currently experiencing a respiratory outbreak among our staff and residents.

We are working with the Multnomah County Health Department to contain and control this highly communicable disease.

For the safety of our residents and their visiting friends and family, we please ask that you limit visits to your loved ones as much as possible to avoid further spread of illness. Please do not visit if you are ill with flu like symptoms.

Please also refrain from bringing young children and elderly to visit. They are most susceptible to complications from influenza like illness.

If you do decide to visit, please wash your hands often, wear a mask upon check in at the front desk, and take an outbreak fact sheet for your reference.

ATTENTION VISITORS!

We currently have a number of residents ill with respiratory symptoms.

In order to protect our residents' health and the health of others,

VISITOR ACCESS IS LIMITED THROUGHOUT THE FACILITY.

Please check in at the front desk.

Wash your hands as you enter and exit the facility.

COVID 19
CORONAVIRUS DISEASE

STOP THE SPREAD OF GERMS

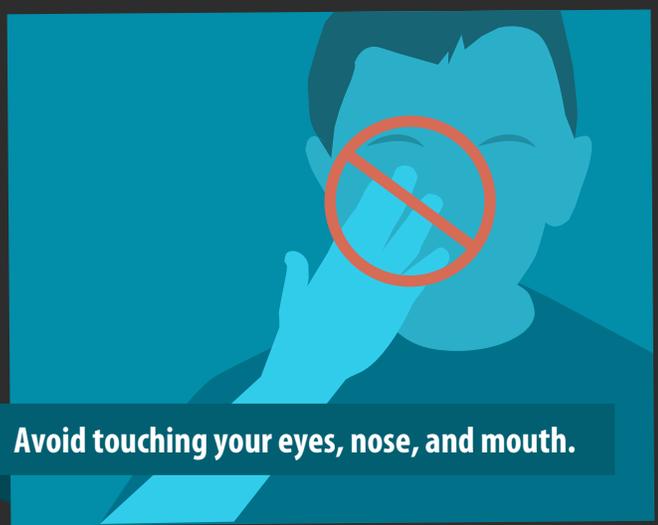Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC

For more information: www.cdc.gov/COVID19

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