

Terms Used

VDH – Vermont Department of Health

HOPR – VDH’s Health Care Outbreak Prevention and Response Team

DAIL – Vermont Department of Disabilities Aging and Independent Living

DLP – DAIL’s Division of Licensing and Protection

Transmission-based precautions – refers to [all recommended COVID-19 PPE](#)¹. Additionally, residents for whom transmission-based precautions are indicated should be restricted to their rooms to the extent possible.

Notes for using this checklist

This checklist includes many of the key interventions involved in a response to COVID-19 in a long-term care facility but is not entirely comprehensive, as additional details can be discussed with VDH/HOPR & DAIL/DLP following the notifications and consultations recommended herein.

First Priority (enact immediately)

- Exclude positive staff from work.
- Place positive residents on transmission-based precautions. If they have a roommate, do not move that person before consulting with VDH/HOPR.
- Notify VDH at 802-863-7240 and discuss next steps with HOPR. If you’re calling after hours, an on-call duty officer can be reached by selecting option 7 in the phone menu.
- Notify DLP at 802-241-0344. They can answer questions related to notification of families.
- Make notification to families within 12 hours if required to do so by CMS/DLP.
- Exclude any symptomatic staff from work, even if they have not tested positive.
- Place any symptomatic residents on transmission-based precautions, even if they have not tested positive, and point of care test if available

Notes:

Second Priority (enact as soon as possible)

- Halt non-essential and non-end-of-life/compassionate care visitation until a plan/timeline for their resumption is developed in consultation with the Department of Health
- Cease group activities and communal dining (to the extent safely possible) until a plan/timeline for their resumption is developed in consultation with the Department of Health

- Consider halting admissions, particularly to known affected units, until a plan/timeline for their resumption is developed in consultation with the Department of Health
- If a staff member tested positive, place all residents on (at least) the units on which they've recently worked on transmission-based precautions.
- If a resident tested positive, place all residents on (at least) their unit on transmission-based precautions. If positive residents are detected on multiple units, implement transmission-based precautions facility-wide.
- Cease any staff floating, even on separate days, between units until further consultation with VDH/HOPR and DAIL/DLP. Staff who worked on affected units/floors, looking back to the start of the potential infectious period, should remain there for the duration of the response. Discuss staffing concerns with VDH/DAIL.
- Increase monitoring of ill residents to at least 3 times daily to identify and quickly manage serious infections. Consider increasing monitoring of asymptomatic residents from daily to every shift to more rapidly detect any residents with new symptoms.
- Compile a line list of all staff and residents and discuss with HOPR how to submit it securely. This should indicate who has tested positive and who is symptomatic. Several other variables relevant to facility-wide testing and contact tracing should be included and [template line lists](#)ⁱⁱ are available from the Health Department.
- Ensure that high-touch surfaces throughout the facility, and shared equipment, are frequently cleaned and disinfected (e.g., each shift).
- Work with VDH/HOPR & DAIL/DLP to develop a plan for facility-wide testing of staff and residents as required by CMS or as recommended by the State of Vermont.

Notes:

Third Priority (may be ongoing)

- Monitor PPE burn rates, maintaining at least a 14-day supply through existing supply channels to the extent possible. If your facility is unable to maintain a 14-day supply through existing supply channels and drops below that supply threshold, promptly [submit an order to the State](#)ⁱⁱⁱ.
- Educate residents and families on COVID-19 fundamentals, including symptoms to watch for and report, and prevention measures.
- Educate staff on effective hand hygiene and PPE use, and monitor for compliance.
- Continue to reach out to VDH for ongoing support and guidance.

Notes:

ⁱ <https://www.healthvermont.gov/sites/default/files/documents/pdf/SOV-Personal-Protective-Equipment-Guidance.pdf>

ⁱⁱ https://www.healthvermont.gov/sites/default/files/documents/xlsx/COVID19-LineList_FacilityStructuredCare.xlsx

ⁱⁱⁱ <https://forms.office.com/Pages/ResponsePage.aspx?id=0500IK26PE0cAnDtzHVZxnYHsES1qh9Hs2EGYmwc2tBURDVPSDJDS1hUTzdJMFIxVDZHQ1JHS1cxViQIQCNOPlwcu>