



COVID-19 Checklist

AAHOMECARE
American Association for Homecare

(Checklist based off of information from March 20, 2020)

- Review emergency operations plan and update it to include the current COVID-19 situation. Test the processes to know what to do when presented with a quarantined/infected person.
- Work with local emergency operations, public health departments, and other relevant partners.
- Review and update employee contact information and develop an emergency communication strategy.
- Review company policies regarding sick leave, overtime, paid time off, etc. Develop strategy on work-force shortages and allow for flexible attendance such as allowing employees to work from home.
- Stay informed on COVID-19 developments. Review Centers for Disease Control and Prevention, World Health Organization, local health organizations, and [AAHomecare.org/covid-19-resources](https://www.aahomecare.org/covid-19-resources).
- Review and develop external communication/media response.
- Keep a clean workplace and provide prevention supplies to employees (soap, hand sanitizer, etc.).
- Stay engaged and communicate with employees on COVID-19 precautions and emergency operations.
- Ensure appropriate number of staff are able to treat customers (fitted with N95 masks and gloves).
- Test systems for covering locations remotely (rolling phones and faxes).
- Review processes to ensure minimal multi-patient contact.
- Educate employees on precaution standards:
 - Cover coughs and sneezes by using a tissue or the inside of your elbow.
 - Regularly wash hands. CDC recommends for at least 20 seconds.
 - Limit close contact with others.
 - Ensure staff understand when masks are and are not needed/required.
- Educate delivery employees:
 - At each visit, ask the patient (and family/friends) if they have travelled to the COVID-19 infected countries within the last 14 days; if they had contact with someone that contracted COVID-19; and if they are experiencing any symptoms.
 - Properly put and take off disposable masks and gloves. Limit close contact with others.
 - Be aware of contact with objects, surfaces, and people. Wash or sanitize hands before and after delivery. Require staff to stay home when sick.
- Equipment Pick-Up and Cleaning Considerations:
 - Clean and disinfect equipment using cleaners with bleach, alcohol solutions with at least 70% alcohol, or other [disinfectants approved by the EPA](#).
 - Develop guidelines for when equipment should and should not be picked-up.
 - Equipment exposed to the virus should not be put on the same truck as equipment that is ready to be dispensed to other patients.
 - Develop protocol on handling equipment that needs picked up - spray, bag and tag prior to putting in a truck.