

COVID-19 Red Level Initiation Checklist

If a Community has a suspected case of the Coronavirus (COVID-19) within the Community, the following steps are in summary of the details contained in the Coronavirus (COVID-19) Policy & Procedures [500-244]:

- **Offer a mask to the suspected person.**
 - **If someone other than a resident**, request that suspected person get a full viral panel completed, including for COVID-19 (if available), and to let their healthcare professional know of their connection to the community.
 - Identify a contact person at the Community for the suspected person to keep informed of their test results ASAP.
 - **If a resident**, keep isolated until his/her physician can be contacted.
 - Limit movement into the Resident's apartment to reduce the number of those exposed and to conserve the Community's PPE supply
 - **The identity of the suspected person should remain confidential.**
 - **Advise those involved to remain calm and professional** while test results are processed. Remember, it could be another virus or illness.
- **Contact a member of the COVID-19 Response Team**
- **Contact the County Health Department**, request additional Personal Protective Equipment, and follow their guidance
- **Initiate Red Level procedures**, including posting appropriate signage on Community doors
- **Residents should be quarantined to their rooms** while testing is pending
- **In-room dining should be initiated with single-use disposable products** (unless resident is identified as needing assistance or a choking hazard—dining room seating must be 6' apart from each other, unless cohabitating)
- **Review the Signs & Symptoms records of anyone the suspected person had close contact with, starting with residents.** If any of them are also showing signs & symptoms, contact their physician and their responsible party (if not the resident) to keep them informed.
- **Remind employees to use PPE and universal precautions** with all quarantined residents, disposing of PPE in a trash bag before leaving a resident's room, and to wash hands between one resident's room to the next
- **Complete a complete Community-wide disinfection** – and start completing the Infection Control Daily Checklist at least twice per shift
- **Update the Community's PPE Supply List** as needed
- **Stop all tours and new residents moving into the Community** until test results are received
- **Restrict the number of persons moving** from areas within the affected area(s) of the Community to areas not affected
- **Implement alternative staffing plans**, as needed, ensuring that all shifts are covered while test results are pending. Initiate the COVID-19 Incentive Pay Policy once approval from VP of Operations is granted.
- **Ensure that snack carts, including drinks, are being offered twice a day, while using PPE.**
- **Offer in-room life enrichment activities** according to resident interests and preferences, disinfecting any items used between residents.