

Pandemic Preparedness Checklist

An accurate assessment of your facility is critical to emergency preparedness. Please take a few moments to discuss this checklist at your health and safety committee or other appropriate forum for staff. Return the completed list to the EGW Resource Team.

Facility Name: _____

Number of Beds: _____

Planning	YES	NO
Facility has a written Plan addressing a Pandemic		
Plan includes guidance for Surge Capacity		
Plan includes guidance for Surge Capability		
Nurses are aware of their role in the Plan		
The Plan includes guidance for use of Alternate Care Sites		
Facility has adequate supplies of N-95 respirators		
Facility has a staffing plan for periods of high sick calls		
Plan includes guidance for stocking and re-supply of PPE		
Staff had input in the design of the Plan		
The Plan has been exercised and revised		
Control of the Hazard		
Facility has functioning negative pressure rooms/respiratory isolation rooms		
In the Emergency Department		
On Med-Surg units		
In Critical Care units		
In Pediatrics		
On Maternity		
All negative pressure rooms are maintained and checked on a regular basis		
Staff have been trained on appropriate work practices in negative pressure rooms		
Policies and Procedures are in place and enforced which will reduce the spread of the infection		
Visitors and non-essential personnel are limited during an outbreak		
Facility has policies on sick time which encourage ill nurses to stay at Home per CDC guidelines		
Staff have received transmission based infection control training		
Facility requires use of N-95 respirators when caring for confirmed or suspected flu patients		
Environmental Services conducts frequent cleaning and disinfection of surfaces and equipment		
Policies and Procedures designed to reduce the spread of infection are enforced		
Facility uses Isolation Rooms to reduce the spread of infection		
Facility uses Cohorting to reduce the spread of infection		

	YES	NO
Personal Protective Equipment and Supplies		
Facility has adequate supplies of N-95 respirators		
Facility keeps all bathrooms stocked with soap and disposable towels		
Hand sanitizers are available throughout the facility		
Facility has adequate supplies of gloves, gowns, masks, eye protection		
Staff have been fit tested to wear the N-95 respirator		
Staff have been medically cleared to wear the N-95 respirator		
Staff have been trained in the use, wear and care of the N-95 respirator		
Facility offers the flu vaccine free of charge and at a time and place that is convenient		
Compliance		
Facility has an updated Infection Prevention written plan		
Facility has an updated Respiratory Protection Written Plan per OSHA 29 CFR 1910.134		
Facility follows CDC guidance on infection prevention		
Facility uses Mandatory Overtime to meet staffing needs (a "yes" response indicates a violation of law)		
Functionality		
Facility is consistent between what is in written policies with what is in actual practice		
Facility has consistent enforcement of policies		
Facility uses "negative incentives" to force compliance with policies (i.e. posting of names of those who did not take the flu vaccine, use of stickers to identify those who did not get vaccinated)		
Sick time policies actually do encourage ill nurses to stay home		
Comments:		