



Coronavirus Preparation and Response at Your Community

“What You Can Do Now” Checklist

Communications

- Stay informed and regularly check official sources for updated information
- Educate your community members and interested parties about the coronavirus
- Avoid sharing and spreading misinformation that can cause added stress and anxiety
- Create a plan for regular communication to residents and their families, staff, visitors, and vendors
- Remind staff of relevant policies, such as privacy, HIPAA, and social media policies
- Determine how and where you will update your community members and interested parties (website, social media, letters, etc.)
- Establish a spokesperson at your community who can respond to media inquiries if needed

Operations

- Review and practice emergency preparedness plans and protocols for infection control
- Be sure your teams understand roles and expectations in emergency preparedness plans
- Be extra vigilant when cleaning, performing housekeeping, and preparing food
- Regularly monitor the respiratory health of your residents and staff
- Remind community members to take precautions and preventive actions regarding hygiene practices
- Evaluate the need for additional relevant supplies or medications
- Create a plan for limiting visitors to the community if it becomes necessary
- Create a plan for cancelling or limiting activities or altering meal services as needed
- Make arrangements and prepare for the possibility of operating with limited staff