As we continue to learn the specifics of the coronavirus, it is imperative that we serve as advocates for protecting the health of our patients, families, and communities.

Review this checklist as a guide for the steps you can take within your institutions to help combat the spread of the virus.

INSTITUTIONAL PROTOCOLS & POLICIES
- Review specific protocols for patients who are suspected of or have been diagnosed with COVID-19 for all disciplines (housekeeping, dietary, nursing etc.).
- Verify and review protocols/policies on employee exposure to COVID-19 through work.
- Ensure workers will be paid if they are quarantined (with no decrease to time-off banks) after potential exposure, exposure with no diagnosis, or positive diagnostic test.
- Verify and review protocols/policies on employee exposure to COVID-19 through travel or other personal activities:
  - Are workers required to report travel?
  - Ensure workers will be paid if they are prevented from working after potential exposure.
- Verify adequacy of Personal Protective Equipment (PPE).
  - Gowns, gloves, certified disposable N95 respirators (workers must be fitted), eye/face protection (goggles, face shield).
- Establish priority access to PPE.
- Verify any emergency changes to current policy on staffing/overtime.
- Verify policy in place for employees to report potential exposure, and be evaluated and quarantined with full pay and no decrease to time-off banks.
- Request any necessary changes to sick leave policy to ensure workers are encouraged to stay home if ill.
- Verify availability and proper maintenance of negative pressure isolation rooms for patients with suspected or confirmed COVID-19 and protocol if such rooms are full or otherwise not available.
- Verify protocols to prevent racial or ethnic profiling and/or unwarranted discrimination.

TRAINING
- Request that institution conduct in-service training on:
  - COVID-19 transmission including any updates
  - How to recognize potential cases

Continued on reverse
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**UNION STAFF AND DELEGATE CHECKLIST**

- Putting on and removing personal protective equipment refresher for direct care and EVS workers.
- Safe room cleaning procedures.
- Proper waste disposal techniques.
- Avoiding touch contamination.
- Removing and handling food trays of patients who may have COVID-19.
- New visitor screening and visitor movement requirements.

**STAFFING**

- Plan for ensuring adequate staffing in the case of a surge in patients.
- Plan for ensuring adequate staffing in the case of high volume staff exposure.
- Schedule additional housekeeping staff to increase cleaning and disinfection.
- Accommodate workers who are pregnant or immune-suppressed.

**COMMUNICATION**

- Ensure there is union delegate representation on institutional COVID-19 response committees in order to provide updates, reinforce prevention and combat misinformation.
- Ensure management is communicating often with employees about updates and any changes in policies and procedures.
- Set up ways for workers to submit their questions/concerns to union.
- Send facility names and union representative names/contact info to Dennis Short at Dennis.Short@1199.org for tracking.

**NURSING HOME CONSIDERATIONS**

- Review policies regarding which residents will be transferred to hospitals and which will remain in place.
- Clarify role of CNAs and other staff in helping residents to maintain contact with loved ones if visitors are barred.

**HOME CARE CONSIDERATIONS**

- Clarify directives to home care workers regarding new infection control protocols as well as accompanying their clients to senior centers and other community settings.
- Clarify policies on access to PPE for other household members.
- Ensure distribution of informational materials in all necessary languages.