



NORTH CAROLINA STATE EMERGENCY RESPONSE TEAM

March 13, 2020

Agency Preparedness Checklist

All public safety agencies should be prepared to evaluate citizens that they may interact with for new and emerging infectious disease threats such as COVID-19. Agencies should begin preparing now by reviewing protocols, policies, and procedures applicable for responding to emerging infectious disease/highly infectious disease.

The following checklist highlights some key areas for agencies to consider in preparation for response to COVID-19. The checklist format is not intended to set forth mandatory requirements or establish national standards. While many of the below items are for those with direct contact with potentially infectious patients, all agency should consider implementing control measures such as regular cleaning of commonly touched equipment, door handles, and phones/radios.

- Monitor the situation at CDC's COVID-19 [website](#), North Carolina Department of Health & Human Services [website](#), and your [local health department](#).
- Ensure agency infection control policies are consistent with the CDC's [COVID-19 infection prevention guidance](#).
- Review protocols, policies and procedures for rapidly implementing appropriate infection prevention practices for potential COVID-19.

For example:

- Placement of necessary personal protective equipment (PPE) for responders within all prehospital provider response vehicles and initial response bags
 - Proper donning and doffing of personal protective equipment
 - Updating infection prevention training for employees
- Review hand hygiene policies and supplies (e.g., accessible alcohol-based hand rub).
 - Review supplies of appropriate personal protective equipment (PPE) based on your agency infection control policy:
 - NIOSH-approved respirator such as an N-95 respirator or Positive Air Purifying Respirator (PAPR) – necessary for procedures creating respiratory aerosols (e.g. nebulizers, intubations etc.)
 - Surgical Masks
 - Eye protection (e.g. goggles or disposable face shield that fully covers the front and sides of the face)
 - Isolation Gowns
 - Patient Exam Gloves (single pair or disposable gloves)



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- Ensure Prehospital Providers who will provide patient care have been medically cleared, fit-tested, and trained for respirator use.
- Review policies and procedures for screening and work restrictions for exposed or ill providers including ensuring that they have ready access, including via telephone, to medical consultation.
- Provide education and training to prehospital providers regarding COVID-19 diagnosis, how to limit exposures, appropriate PPE use, and effective communication with receiving healthcare facilities, sick leave policies, and how and to whom suspected COVID-19 cases should be reported within your agency along with procedures to take following unprotected exposures (e.g. not wearing recommended PPE).
- Review plans for implementation of surge capacity procedures and management of scarce resources.
- Review supplies of appropriate cleaning and disinfection products (e.g. EPA-registered disinfectant appropriate for coronavirus in healthcare settings).