

## 2019 Novel Coronavirus (2019-nCoV) Hospital Preparedness Checklist

All U.S. hospitals need to be prepared for patients with suspected or confirmed 2019 novel coronavirus (2019-nCoV). All hospitals should be equipped and ready to:

- prevent spread of 2019-nCoV
- identify and isolate patients with 2019-nCoV and inform key facility staff and public health authorities
- care for a limited number of patients with known or suspected 2019-nCoV as part of routine operations
- potentially care for a larger number of patients in the context of escalating transmission
- outline plans for internal and external communication
- monitor and manage healthcare personnel with potential for exposure to 2019-nCoV
- manage the impact on patients, the facility, and healthcare personnel

The following checklist highlights some key areas for hospitals to review in preparation for 2019-nCoV. The checklist format is not intended to set forth mandatory requirements or establish national standards.

- Ensure facility infection prevention and control policies are consistent with the Centers for Disease Control and Prevention's 2019-nCoV guidance (<https://www.cdc.gov/coronavirus/2019-nCoV/guidance-hcp.html>).
- Review procedures for rapidly identifying and isolating suspected 2019-nCoV patients,
- Assure ability to implement triage activities based on public health guidance including at the facility and using remote (i.e., phone, internet-based) methods where appropriate to minimize demand on the health care system.
- Ensure that negative-pressure airborne infection isolation rooms are available and functioning correctly and are appropriately monitored for airflow and exhaust handling.
- Assess availability of personal protective equipment (PPE) and other infection prevention and control supplies (e.g., hand hygiene supplies) that would be used for both healthcare personnel (HCP) protection and source control for infected patients (e.g., facemask on the patient).
- Have contingency plans if the demand for PPE or other supplies exceeds supply.
- Review plans for implementation of surge capacity procedures and crisis standards of care.
- Review procedures for laboratory submission of specimens for 2019-nCoV testing.
- Assess effectiveness of environmental cleaning procedures (<https://www.cdc.gov/HAI/toolkits/Evaluating-Environmental-Cleaning.html>); provide education/refresher training for environmental services personnel.
- Review policies and procedures for monitoring and managing HCP with potential for exposure to 2019-nCoV, including ensuring that HCP have ready access, including via telephone, to medical consultation.
- Ensure that appropriate HCP have been medically cleared, fit-tested, and trained for respirator use.
- Provide education and refresher training to HCP regarding 2019-nCoV diagnosis, how to obtain specimen testing, appropriate PPE use, triage procedures including patient

placement, HCP sick leave policies, and how and to whom 2019-nCoV cases should be reported, procedures to take following unprotected exposures (i.e., not wearing recommended PPE) to suspected 2019-nCoV patients at the facility.

- Review plans for visitor access and movement within the facility
- Ensure that specific persons have been designated within the facility who are responsible for communication with public health officials and dissemination of information to other HCP at the facility.
- Confirm the local or state health department contact for reporting 2019-nCoV cases and confirm reporting requirements.
- Monitor the situation on CDC's web page 2019 Novel Coronavirus, Wuhan, China (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

This information is also available online at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hcp-hospital-checklist.html>