

Checklist for County Governments – COVID-19 Response for Long-Term Care and Residential Facilities

Planning for pandemic events is critical for county governments. This checklist identifies prevention and mitigation strategies for county governments to consider when working with long-term care and residential facilities.

1. Know what long-term care and residential facilities are in your county

- Be familiar with the landscape of long-term care and residential facilities in your county. Example types of facilities include:
 - Assisted Living Facilities
 - Adult Family Home
 - Enhanced Service Facility
 - Supportive Living
 - Group Homes
 - Regulated (DOH) Residential Centers
 - Nursing facilities
 - Intermediate Care Facilities
 - Psychiatric Hospitals
 - Detention Centers
 - Shelters (serving unhoused individuals)
- Engage with facility managers and leaders to understand their emergency operations plans. Encourage facility managers and leaders to consider the following in their emergency operations plan:
 - Strategies to reduce the spread of disease and mechanisms for ongoing communication with staff, volunteers, and residents.
 - An understanding of the demographic profile of the community where their facility is located (including cultural and linguistic considerations, access needs, etc.). Ensure that the needs of these populations are addressed in the operation plan.
 - The make-up of the residents in the facilities, including how many residents are served, their ages, and other demographic factors.
 - How residents interact with the community when outside of the facility. This could be routine outings to events, schools, or grocery stores.
- Assign a county employee to maintain contact and situational awareness with long-term care and residential care facilities.

2. Develop a communications plan

- Ensure long-term care and residential facilities are registered or tied into your local emergency alert and notification systems.
- Provide public health information on your county website. Reference links to guidance documents available from local, state, and federal public health agencies. Ensure that you provide information in all languages needed for your community.
- Collaborate as need with facilities on talking points for local constituents. Intentionally and persistently combat stigma as a part of your communications. For more resources about addressing stigma, visit [DOH's Stigma Reduction Webpage](#)

3. What to do if a facility has a COVID-19 outbreak

- If the county is notified of a case of COVID-19 in a facility, disseminate information to county employees and coordinate with the local public health jurisdiction and the public information officer at the county emergency operations center (EOC), if applicable.
- Determine what services the county provides to the impacted long-term care or residential facility. Identify essential services and any impacts to those services.
- Work with local public health officials to evaluate potential exposure of county staff and healthcare workers. Notify local public health and relevant partners. Consider whether quarantine is necessary for exposed individuals.
- Consider whether a facility has the proper capacity to isolate or quarantine individuals. If not, determine an appropriate alternative, including transportation logistics
- Comply with any additional facility protocols and requirements for infection control when visiting or working in facilities.
- Ensure that county first responders and emergency personnel are made aware of necessary precautions before responding to a potentially impacted facility.
- Coordinate with local health coalitions/jurisdictions for resource requests from facilities. Use the appropriate channel via the county's EOC.
- Keep track of county employees who physically visit the facility. Instruct employees to keep track of who they may come in contact with. If you find out an employee potentially has come in contact with COVID-19, inform your local health jurisdiction and follow public health recommendations.
- County employees should not self-deploy to an impacted facility without closely coordinating with County EOC.

4. Additional preparedness measures for all county agencies

- Review, update, or develop plans for:
 - Continuity of Operations – essential and non-essential functions.
 - Infection control protocols (should be updated for COVID-19).
 - Infectious disease outbreak plans.
 - Emergency response plans.

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- Crisis communication plan.
- Formalize mutual aid agreements with community groups/resources, neighboring jurisdictions, and other relevant entities.
- Establish relationships with key healthcare and public health partners, key community organizations, and trusted leaders within your community.
- Know where to turn for reliable, up-to-date information in your local community and pass it along to your employees. Monitor the CDC COVID-19 [website](#) and your state and local health department [websites](#) for the latest information.
- Instruct staff to strictly adhere to Infection control practices. For those who use personal protective equipment (PPE) ensure they are trained and PPE is for appropriate usage.
- Identify essential county services that may be accomplished remotely.

Additional COVID-19 Resources

- [DOH Coronavirus \(COVID-19\) webpage](#) – updated information and resources daily
- [Local Health Jurisdictions](#)
- [Workplace and Employers](#)
- [Persons Who are at Higher Risk for Serious Illness](#)
- [Communities and Community Organizations](#)
- [Stigma Reduction](#)
- [How Can I Be Prepared for a COVID-19 Outbreak?](#)

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