Checklist for Long Term Care Facilities and COVID-19

Prevent the introduction of respiratory germs INTO your facility

☐ Post signs at the entrance instructing visitors not to visit if they have symptoms of respiratory infection.

☐ Ensure sick leave policies allow employees to stay home if they have symptoms of respiratory infection.

☐ Assess residents’ symptoms of respiratory infection upon admission to the facility and implement appropriate infection prevention practices for incoming symptomatic residents

Prevent the spread of respiratory germs WITHIN your facility

☐ Monitor residents and employees for fever or respiratory symptoms.

☐ Restrict residents with fever or acute respiratory symptoms to their room. If they must leave the room for medically necessary procedures, have them wear a facemask (if tolerated).

☐ In general, for care of residents with undiagnosed respiratory infection use Standard, Contact, and Droplet Precautions with eye protection unless suspected diagnosis requires Airborne Precautions (e.g., tuberculosis).

☐ Healthcare personnel should monitor their local and state public health sources to understand COVID-19 activity in their community to help inform their evaluation of individuals with unknown respiratory illness. If there is transmission of COVID-19 in the community, in addition to implementing the precautions described above for residents with acute respiratory infection, facilities should also consult with public health authorities for additional guidance.

☐ Post signs throughout the facility of ways to prevent the spread of germs.


☐ Support hand and respiratory hygiene, as well as cough etiquette by residents, visitors, and employees.
□ Ensure employees clean their hands according to CDC guidelines, including before and after contact with residents, after contact with contaminated surfaces or equipment, and after removing personal protective equipment (PPE).

□ Put alcohol-based hand rub in every resident room (ideally both inside and outside of the room).

□ Make sure tissues are available and any sink is well-stocked with soap and paper towels for hand washing.

□ Identify dedicated employees to care for COVID-19 patients and provide infection control training.

□ Provide the right supplies to ensure easy and correct use of PPE.

□ Post signs on the door or wall outside of the resident room that clearly describe the type of precautions needed and required PPE.

□ Make PPE, including facemasks, eye protection, gowns, and gloves, available immediately outside of the resident room.

□ Position a trash can near the exit inside any resident room to make it easy for employees to discard PPE.

Prevent the spread of respiratory germs BETWEEN facilities

□ Notify facilities prior to transferring a resident with an acute respiratory illness, including suspected or confirmed COVID-19, to a higher level of care.

□ Report any possible COVID-19 illness in residents and employees to the local health department, including your state HAI/AR coordinator.

□ Facilities should develop or review current emergency preparedness plans.

□ One part of an overall emergency plan is preparedness. Preparedness includes organizing, training, gathering resources, exercising and evaluating plans.

□ Contact local public health and emergency planning partners to understand current community response plans.