CENTERS FOR DISEASE CONTROL AND PREVENTION

ASSISTANT SECRETARY FOR PREPAREDNESS AND RESPONSE

Checklist for Healthcare Coalitions for Ebola Preparedness

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) and Office of the Assistant Secretary for Preparedness and Response (ASPR), in addition to other federal, state, and local members, aim to increase understanding of the Ebola virus disease (EVD) and encourage community-level preparedness for U.S. Healthcare Coalitions[1] and their members in managing patients with Ebola and other infectious diseases. We are encouraging healthcare coalitions to work with their members to ensure they can detect, protect, and respond to a person under investigation (PUI) for Ebola. Many of the signs and symptoms of Ebola are non-specific and similar to those of other common infectious diseases such as malaria, which is commonly seen in West Africa. Transmission of Ebola can be prevented by using appropriate infection control measures.

This checklist is intended to enhance collective preparedness and response by highlighting key areas for healthcare coalitions to review in preparation for a person under investigation (PUI) for Ebola at a coalition member's facility. The checklist provides practical and specific suggestions to ensure healthcare coalition members are able to ***detect*** possible Ebola cases, ***protect*** employees, and ***respond*** appropriately.

Now is the time to prepare as it is possible that individuals with Ebola in West Africa may travel to the United States and exhibit signs and symptoms of Ebola, and present to U.S. facilities.

Healthcare coalitions should encourage their members to review infection control policies and procedures, and suggest that their members incorporate plans for administrative, environmental, and communication measures. Healthcare coalitions should also define, along with their members, work practices that will be required to detect persons possibly infected with Ebola or other infectious germs; prevent spread throughout the community; and manage the impact on patients, healthcare facilities, and staff.

The checklist format is not intended to set forth mandatory requirements or establish national standards. It is a list of activities that can help each healthcare coalition member prepare. Each healthcare coalition is different and should adapt this checklist to meet their needs. In this checklist, healthcare personnel refers to all persons, paid and unpaid, working in healthcare settings who have the potential for exposure to patients and/or to infectious materials, including body fluids (blood, urine, feces, semen, sweat, etc.), contaminated medical supplies and equipment, or contaminated environmental surfaces.

HHS has created a suite of detailed checklists you may consider sharing with your coalition members. (http://www.cdc.gov/vhf/ebola/hcp/index.html)

CDC is available 24/7 for consultation by calling the CDC Emergency Operations Center (EOC) at 770-488-7100 or via email at eocreport@cdc.gov.

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[1] See http://www.phe.gov/Preparedness/planning/hpp/Pages/overview.aspx

PREPARE TO DETECT

DETERMINE IF THERE IS A ROLE FOR THE COALITION TO:	Yes	No
Encourage their members to develop protocols for notifying the coalition's identified points of contact and other member facilities and community partners of any person under investigation (PUI) for Ebola.		
Regularly schedule meetings with members to assist Ebola response planning efforts that prepare and prioritize assets, and coordinate potential services of each partner.		
Encourage coalition member to participate in exercises (e.g. discussion tabletop, tracers) that detect gaps (e.g. planning, staffing, training) in the coalition's ability to respond to a case or a cluster of Ebola cases and other infectious diseases.		
Encourage facilities to conduct no-notice drills, spot checks and inspections of triage staff to determine their ability to incorporate screening procedures, and initiate notification, isolation, and PPE procedures for their facilities.		
Have regular meetings with coalition members to coordinate messaging around Ebola and ensure members are aware of the most recent CDC Ebola guidance.		
Request that health departments share the latest guidance on infection control and case management.		
Share best practices and information so members can support each other related to detection.		

PREPARE TO PROTECT

DETERMINE IF THERE IS A ROLE FOR THE COALITION TO:	Yes	No
Establish a protocol for coordinating situational awareness activities during a potential Ebola outbreak.		
Promote consistent protocols for all members in waste management and hazardous material collection.		
Encourage consistency among members for pathogen handling by laboratory personnel		
Promote consistency in human resource guidance and policies (e.g. travel, furlough, self-health screening) for all members.		
Create, or update, a real-time, integrated inventory management system to help track available resources and PPE.		
Update resource assessment of infection-control capabilities of every facility in the coalition.		
Review and discuss your community's protocols for handling an Ebola case.		
Review and discuss the need for inter-facility patient transfers, and develop inter-facility transfer protocols as needed.		
Facilitate a coordination call with members to: • Engage the members in reviewing protocols for inter-facility transfer of patients, • Review infectious disease procedures and reporting requirements, and • Review protocols, coordination, and exercise/test the ability to share relevant health data between key stakeholders, coalition members, public health, emergency management, etc.		
Share best practices and information so members can support each other related to protection.		

PREPARE TO RESPOND

DETERMINE IF THERE IS A ROLE FOR THE COALITION TO:	Yes	No
Develop and/or test: • Emergency functions, • Incident management system, and • Crisis communications that are coordinated among members and with local and state public health departments.		
Share best practices and information so members can support each other related to responses.		

Quick Resources List

CDC has produced several resources and references to help you prepare, and more resources are in development. Information and guidance may change as experts learn more about Ebola. You should frequently monitor CDC's Ebola Homepage and review CDC's Ebola response guide checklists for:

- Clinician and healthcare workers
- Healthcare facility information: Hospitals and Healthcare Settings

Stay informed! The following sources (some may need subscription) to receive updates about Ebola:

- CDC Health Alert Network (HAN)
- CDC Clinician Outreach and Communication Activity (COCA)
- CDC National Institute for Occupational Safety and Health
- U.S. Department of Labor's Occupational Safety & Health Administration Newsletter

Below are a few of the resources most relevant to healthcare preparedness:

- *Ebola Virus Disease Information for Clinicians in U.S. Healthcare Settings*
- *Case Definition for Ebola Virus Disease.* This case definition should be used for screening patients and should be implemented in all healthcare facilities.
- *Safe Management of Patients with Ebola Virus Disease in US Hospitals,*
- *Infection Prevention and Control Recommendations for Hospitalized Patients with Known or Suspected Ebola Hemorrhagic Fever in U.S. Hospitals.* This document provides a summary of the proper Personal Protective Equipment (PPE).
- *Interim Guidance for Specimen Collection, Transport, Testing, and Submission for Patients with Suspected Infection with Ebola Virus Disease.*
- *Interim Guidance for Environmental Infection Control in Hospitals for Ebola Virus*
- *Sequence for Removing Personal Protective Equipment (PPE)*
- *National Guidance for Healthcare System Preparedness' Capabilities,* with particular emphasis on Capabilities #6 *(Information Sharing)* and #14 *(Responder Safety and Health)*
- *Interim Guidance for Emergency Medical Services Systems and 9-1-1 PSAPs.*
- Review and distribute the *Guidelines for Environmental Infection Control in Health-Care Facilities.*
- *Guidance on Air Medical Transport for Patients with Ebola Virus Disease.*

Check CDC's Ebola Hemorrhagic Fever website regularly for the most current information. State and local health departments with questions should contact the CDC Emergency Operations Center (770-488-7100 or eocreport@cdc.gov).