

Contingency Plan for Residential Care Facilities

Governance/Management/Infection Prevention Control /End of Life Considerations:

At group level	Date of Completion/Signature/Comments
Have you systems in place to maintain daily contact with each designated centre under your governance and management structure?	
Have you access to appropriate clinical expertise for each centre as the need arises during this public health emergency?	
Is there is a nominated lead person in each facility coordinating COVID-19 similar to that of influenza checklist	
Has education and training of staff been completed as per www.hpsc.ie guidance	
Have all staff completed the required HSEland education programmes	
Has each unit of each designated centre adequate supplies of hygiene equipment, and personal protective equipment; and will they continue to have access to such products/equipment for as long as necessary?	
Where relevant, are there contingency plans in place if centralised services such as catering and or laundry facilities have to cease operation?	
Are the medication stock levels in each centre adequate to meet the needs of the residents and will they continue to remain adequate for as long as necessary?	
Have you updated plans in place to manage visitors coming to the centre to ensure measures are proportionate and in line with public health advice?	
How have you assessed the impact of current precautions and public health messaging on residents, including the potential impact on their mental health?	
At Individual Centre Level	Date of Completion/Signature/Comments
Identify on call arrangements and ensure all staff are aware of method and contact details to contact in an out of hours or emergency situation	
Identify deputising arrangements and include the name, job title and contact details for the staff member who will deputise if the PIC and or Registered Provider is unavailable	
Ensure IT systems are compliant with GDPR and include a health-mail account for communication with GP	

Ensure specific section on COVID-19 is added to the risk register, is kept under review daily and updated as necessary	
Have you access to appropriate clinical expertise during this public health emergency?	
Is there is a nominated lead person coordinating COVID-19 similar to that of influenza checklist	
Has education and training of staff been completed as per www.hpsc.ie guidance	
Have all staff completed the required HSEland education programmes	
Have you adequate supplies of hygiene equipment, and personal protective equipment; and will you continue to have access to such products/equipment for as long as necessary?	
Are your medication stock levels adequate to meet the needs of the residents and will they continue to remain adequate for as long as necessary?	
Have you updated plans in place to manage visitors coming to the centre to ensure measures are proportionate and in line with public health advice?	
How have you assessed the impact of current precautions and public health messaging on residents, including the potential impact on their mental health?	
Staffing Considerations	
Are all staff working directly with residents trained on the COVID-19 virus, including how to minimise the risk of getting the disease, and in the prevention of infection?	Date of Completion/Signature/Comments
Do you have plans in place for staff to report and manage a confirmed/suspected case of COVID-19 within the designated centre?	
Do you have plans in place to ensure continuity of care to residents in the event of a significant shortfall of staff attending work due to required self-isolation or an outbreak of the COVID-19 virus?	
Have you reviewed the effectiveness of your on-call systems to ensure your staff have 24/7 access to managerial and clinical support and advice at all times?	
Infection Prevention and Control	
Is there daily surveillance of residents health status to facilitate early identification of possible cases of COVID-19	
Are staff self-monitoring for illness and to report symptoms of illness to their manager. Do staff who develop symptoms of illness at home know they must telephone their manager rather than reporting for duty.	

Are staff strictly adhering to national guidelines in relation to hand hygiene, respiratory hygiene and standard precautions at all times.	
Is there regular cleaning of frequently touched surfaces in the facility.	
Have staff access to infection prevention and control guidelines on the Health Protection Surveillance Centre website www.hpsc.ie	
Are physical distancing precautions followed in as far as safe and possible for residents	
Are new admissions to the facility screened beforehand for potential signs and symptoms of COVID-19	
Are all residents who show signs and symptoms of illness clinically assessed and tested for coronavirus	
Is there a process in place where by in as far as possible, staff who care for residents with suspected or confirmed COVID-19 are not assigned to care for residents without symptoms or without a COVID-19 diagnosis.	
Have staff receive training in relation to COVID-19 infection prevention and control precautions and management of residents who develop this illness	
Are there adequate supplies of hand hygiene supplies	
Are there adequate supplies of personal protective equipment for staff	
Are there facilities to isolate or cohort residents with suspected or confirmed COVID-19	
Are there contingency arrangements in place to address and or escalate risk in relation to staffing deficiencies	
Are there contingency arrangements in place to address and or escalate risk in relation to PPE deficiencies	
Are hospitals are informed in advance of transfer if a resident requiring hospital care has symptoms of this illness or if there are confirmed cases of COVID-19 in the facility.	
End of Life Care	
Has each resident an Advanced Care Directive in place and recorded in their healthcare record	
Has a communication plan been made with family re End of Life visiting	
Has a plan End of Life Visiting been discussed with the family	
Has a pharmacological and non-pharmacological plan of care been discussed and agreed with GP/Palliative Care Team/Nursing and the resident and family	