

**2020 Clinic Tabletop Exercise for COVID-19**

**We’re in the midst of the ongoing concern for the spread of COVID-19 to our communities, which will affect everyone including facilities and staff and their families.**

1. What have you done to prepare your facility and staff for a potential positive patient?

2. Do you have the necessary PPE?

3. If your supply of PPE is limited, how are you going to protect it?

4. Have you trained pertinent staff on PPE, donning and doffing, and infection prevention issues? Will you do Just in Time training?

5. Are staff familiar with your plans and policies for dealing with a potentially infectious person who presents to registration/front desk?

6. Have you identified staff that could work from home, if necessary?

7. How will you deal with staff fear and absenteeism?

**A man presents to your front desk, saying that he doesn’t feel well, has a fever and cough. He then tells the registration person that he was on a cruise to Europe in late February.**

1. How will the registration/access person react?
2. Will the staff immediately give the man a mask and have him put it on?
3. Who will the staff notify?
4. Will the man be asked to take a seat or will he be roomed immediately?
5. If roomed immediately, what room would the person be taken to?
6. What PPE will the staff wear to room the man and care for him?
7. What cleaning will be done in the lobby and at the desk? Will this be done immediately after encounter with the patient or will it wait till later?
8. Who should be informed, when and how?
9. What plans, procedures and resources would you activate at this point?
10. Where are you getting your information regarding requirements and recommendations to follow for care of this patient?
11. Are you following guidance for shortage of PPE if that is applicable to your facility?
12. What additional Infection Prevention and Control measures would you put in place for this patient as well as the facility and other staff?
13. Will you test for influenza?
14. Will you test for COVID-19?

**Since the COVID-19 takes up to 24 hours for a result to be given by the MDH lab, what are your next steps?**

1. What will you do with this patient?
2. If it is determined that he does not test positive for influenza and still appears to have milder symptoms, will you send him home to self-quarantine until results of COVID-19 are back?
3. Is there another less used door that you could use to take him out of the clinic?
4. What would be your cleaning process of the room that he was in? Will you use that room again that same day for other patients?

**If the patient has significant shortness of breath, you will need to send him to the hospital.**

1. How will you transfer the patient to the hospital if you are a stand-alone clinic?
2. How will you transfer the patient to the ED if your clinic is attached to a hospital?
3. Who will you communicate with at the hospital?

**What other notifications will you make?**

1. Have you or your lab been in contact with MDH?
2. Who else would you notify in your clinic? Admin? PIO?, supervisors?, Infection Prevention?, others?
3. Further possible notifications—local public health?, coalition?, parent organization?, others?

**Will Infection Prevention at your clinic:**

1. Do the investigation and determine list of potential contacts during time of this visit?
2. Will there be interviews with staff that had contact with the patient to determine if appropriate PPE was worn?
3. Determine the terminal cleaning of room and equipment that was used during this visit?

**If you don’t have a designated Infection Prevention person at your clinic, how will you accomplish the above tasks?**

**Discuss and answer these questions:**

1. What worked well? (Achievements)

2. What was challenging? (Challenges)

3. Recommendations? (Prioritize those to identify your top 3)