What steps has the hospital taken thus far to:

1. **Prevent spread of 2019-nCoV?**

We have given in-services to our staff with the focused on front line staff such as ER and Admitting to recognize and isolate the patient within two minutes from walking to the hospitals. We have post signed regarding Covid-19 on every entrance for the hospital. We have increased our hand hygiene signage. We have been giving hand hygiene and cover your cough stickers to employees. We have required all staff complete a module on Health Stream regarding Covid-19. We have shared CDC check list with our physicians.

2. **Identify and isolate patients with 2019-nCoV and inform key facility staff and public health authorities?**

We have post signs and symptoms of Covid-19 and questionnaire by CDC. We have educated our Emergency room staff.

We have posted the numbers for Department of health and CDC for our staff to report Covid-19. Our Infection Control department also is available at any given time to help with reporting to the appropriate agencies.

3. **Care for a limited number of patients with known or suspected 2019-nCoV as part of routine operations?**

Encino Hospital does not have a Negative Pressure room, we have a Negative Air flow room in the Emergency department that we will keep the patient there and we will transfer the patient to a hospital with a negative pressure room.

In addition, while a patient is in the hospital, we have asked our staff to limit the visit to the room and everyone to check in with the nurse before entering the room. The nurse for the patient will only care for the Covid-19 patient, while that patient is in the hospital to limit the number of exposures.

4. **Potentially care for a larger number of patients in the context of escalating transmission?**

We have given in-service regarding using Powered Air Purifying Respirators in case there is shortage in N-95 masks. We have educated our staff regarding the modes of spread of infection and proper personal protective equipment.

5. **Outline plans for internal and external communication?**

We have Redinet and a system in-place to notify all the staff and directors regarding emergencies internally. We have a communication with Department of Health and our hospital liaison in order to report any person under investigation.

6. **Monitor and manage healthcare personnel with potential for exposure to 2019-nCoV?**

Encino Hospital Medical Center has a policy in place regarding potential staff exposure and work restriction for the period time. In case of Covid-19 the incubation period is 14 days and they staff need to be restricted from work and monitor for the 14 days.

7. **Manage the impact on patients, the facility, and healthcare personnel?**

Encino hospital has provided education and post visible signage throughout the hospital to limit the exposure of the staff to Covid-19. Proper usage of personal protective equipment must be followed. The education for proper use of PPE were given and signs has been posted in every department.

The CDC recommends the following checklist and highlights some key areas for hospitals to review in preparation for 2019-nCoV.

• Ensure facility infection prevention and control policies are consistent with the Centers for Disease Control and Prevention's 2019-nCoV guidance

(https://www.cdc.gov/coronavirus/2019-nCoV/guidance-hcp.html).

1. What procedures have been developed for rapidly identifying and isolating suspected 2019-nCoV patients? Encino Hospital Medical Center has implemented triage procedures to detect persons under investigation (PUI) for COVID-19 during or before patient triage or registration (at the time of patient check-in) Hospital ensure that all patients are asked about the presence of symptoms of a respiratory infection and history of travel to areas experiencing transmission of SARS-CoV-2, the virus that causes COVID-19, or contact with possible COVID-19 patients.

2. How many negative pressure rooms are available and what steps have been taken to ensure that negative-pressure airborne infection isolation rooms are available and functioning correctly and are appropriately monitored for airflow and exhaust handling? Encino Hospital does not have a Negative Pressure room, we have a Negative Air flow room in the Emergency department that we will keep the patient there and we will transfer the patient to a hospital with a negative pressure room.

3. In addition, while a patient is in the hospital, we have asked our staff to limit the visit to the room and everyone to check in with the nurse before entering the room. The nurse for the patient will only care for the Covid-19 patient, while that patient is in the hospital to limit the number of exposures.

4. What assessments have been done on availability of personal protective equipment (PPE) and other infection prevention and control supplies (e.g., hand hygiene supplies) that would be used for both healthcare personnel (HCP) protection and source control for infected patients (e.g., facemask on the patient)? We work closely with CDPH. CDPH provided N95 masks. Encino Hospital has supplies ready for airborne isolation. Disaster management has extra supplies stored in case of emergency.

5. What is the facility's contingency plans if the demand for PPE or other supplies exceeds supply? What is the current supply level. Our contingency plan for additional PPE's are other prime facilities (mainly SOH and EHMC), then our DRC, then county EMS.

   EHMC currently has:

   N95 Health Care Particulate Respirator and Surgical Mask   **4170 each**

N95 Particulate Respirator   **4160 each**

6. Has there been an assessment on the effectiveness of environmental cleaning procedures (https://www.cdc.gov/HAI/toolkits/Evaluating-Environmental-Cleaning.html); What education/refresher training has been provided for environmental services personnel and other HCPs? **Encino Hospital does ongoing in services in all departments. Assessment for environmental cleaning is done on a daily basis.**

7. Please attach any plans for implementation of surge capacity procedures and crisis standards of care. Is there a contingency plan to staff up RNs if needed**?** "The Surge Capacity Response Plan is designed to respond to a <u>LARGE INFLUX, or the RISK OF AN INFLUX</u>, of disaster victims in coordination with local, state and federal public health, disaster-management, and public-safety agencies." If an incident has impacted -- or is likely to impact the facility –the Emergency Room Physician's warrants his concern -- or may overwhelm the medical center's ability to respond using standard operating procedures, the medical center must **activate**:

   - Announce "Code Triage" via the paging system, this will activate the Hospital Incident Command System (HICS). The notification system Everbridge (Mass Notification Emergency Management tool) will also be utilized.
   - Activate/open Hospital Command Center
   - Activate the Emergency Operations/Management & Response Plan.
   - Activate the "Surge Capacity Response Plan"

8. Please attach any policies and procedures for monitoring and managing HCP with potential for exposure to 2019-nCoV, including ensuring that HCP have ready access, including via telephone, to medical consultation. **(Policy attached)**

9. Have all staff and appropriate HCPs been medically cleared, fit-tested, and trained for respirator use and/or PAPR?.

10. Please provide the education and refresher training to HCP regarding 2019-nCoV diagnosis, how to obtain specimen testing, appropriate PPE use, triage procedures including patient placement, HCP sick leave policies, and how and to whom 2019-nCoV cases should be reported, procedures to take following unprotected exposures (i.e., not wearing recommended PPE) to suspected 2019-nCoV patients at the facility. **Hospital provided HealthStream mandatory education for all hospital staff about 2019-n CoV. Infection control made CDC posters available in the hospital, ongoing education and Updates are done in the hospital about 2019-nCoV by infection control department. 2019-nCoV policies for IC and EH were implemented.**

11. What are plans for visitor access and movement within the facility? **Visitors with Respiratory illnesses will be offered PPE upon entering the hospital. Visitors refusing to obey the hospital policy will not be allowed to enter the hospital.**

12. Which specific persons have been designated within the facility who are responsible for communication with public health officials and dissemination of information to other HCP at the facility and SEIU121RN? **Hospital administration and Infection control.**

13. Who is the local or state health department contact for reporting 2019-nCoV cases and confirm reporting requirements? Please provide their name, title, phone and email address and agency they work for. <u>Acute Communicable Disease Control (ACDC)</u> Los Angeles County Department of Public Health.   213-240-7941 main