

# OPERATIONAL READINESS: LONG TERM CARE REOPENING CHECKLIST

## Guidance to safely and successfully resume full operation across your senior living communities.



### Clean Environments Start with Your Team

- Identify heightened high-touch point disinfection procedures and create processes and expectations by role. Refer to Long Term Care Reopening Procedures.
- Hold trainings for both new hire and experienced employees. Create audit process to ensure proper adherence.
- Cross-train staff where applicable to use labor more efficiently and allow for just-in-time cleaning.
- Build out schedules for regular and routine cleaning of public spaces.



### Maintaining Safety and Guest Confidence in Public Spaces

- Monitor capacity in public spaces and move furniture to create adequate social distancing.
- Where necessary, provide queuing that is marked for recommended physical distancing.
- Provide disinfectant to allow residents and visitors to self-clean equipment before and after use.
- Where hand washing with warm water is not available, provide hand sanitizer for residents, visitors and staff in public spaces.
- Post guidance of public space cleaning standards and behaviors for residents and visitors.
- In accordance with local guidelines and regulation, build visitor screening policies that will help to protect residents and employees.



### Safe Hands Everywhere you Need Them

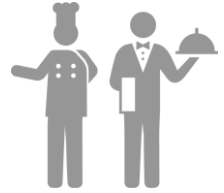
- Provide guidelines and stress the importance of increasing the frequency of hand washing.
- Where hand soap and warm water is not available, provide alcohol-based hand sanitizer.
- Place hand washing wall charts and reminders in staff break rooms and restrooms.
- Encourage residents and visitors to follow safe hand hygiene practices.



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## Keep Your Most Valuable Resources Safe - Your People

- Encourage social distancing across all roles.
- If social distancing is not possible, consider adding PPE for associates in line with public health recommendations.
- Create safety guidance for Housekeeping staff on when and how to safely clean resident rooms, public spaces, visitor check-in, and employee spaces.
- Communicate sick time policy to staff. Encourage staff to stay home if feeling unwell.



## Protect Your Long-Term Care Communities and Set Them up for Success

- Provide reopening checklists to ensure closed spaces are ready to recommission. Refer to Long Term Care Reopening Procedures.
- If needed, advise staff to set up consultations with equipment and chemical providers to ensure it is properly working.
- Provide management staff with detailed procedures for all spaces in the facility (resident rooms, dining rooms, recreation, and others). Refer to Long Term Care Reopening Procedures.
- Equip staff with the correct products to use across all areas of the property.



## Create a Communication Plan to Instill Confidence in Your Residents, Their Families, and Guests

- Provide details on new cleanliness standards and safety practices to community, family members and memos on community website.
- Have resources available in visitor waiting room and public spaces explaining changes and protocols.
- Create procedures to clean public spaces more frequently during public hours.
- Provide transparency on remediation protocol if a resident, visitor, or staff member were to be diagnosed with Covid-19.



Always follow local guidance when reopening your facility, including guidance on social distancing and other measures to lessen the spread of Covid-19