

# Hospital Readiness checklist for a novel coronavirus (nCoV)

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# PAHO



Pan American  
Health  
Organization



World Health  
Organization  
REGIONAL OFFICE FOR THE  
Americas

Description of hospital	Evaluation date:	
	Name of the hospital:	
	City:	Country:
	Administrative status: state private university other	
	Beds:	Annual discharges:
	Annual occupied bed days:	
	Beds Intensive Care Unit (ICU):	Microbiology laboratory: Y N
	ICU beds for adults:	Number of isolations / year:
	ICU beds for pediatrics:	Number of antibiograms / year
	ICU beds for neonatology:	
	Names and positions of the people interviewed:	
	Name of evaluators:	

## Readiness checklist

Response functions	Objective	Response-readiness activities	Verification		
			Meets	Does not meet	In Process
Leadership	Ensure comprehensive management of the hospital response to the emergency	1 <b>Activate the emergency response mechanism:</b> <i>Hospital Committee for Emergencies and Disasters and/or Hospital Incident Management System.</i>			
		2 <b>Designate a response operations manager.</b>			
		3 <b>Establish a secure and well-equipped physical area that is protected and easily accessible, with immediate operational capacity to coordinate the response (Emergency Operations Center), paying attention to internal and external communications.</b>			
		4 <b>Assign roles and responsibilities for the different response functions, with enough trained staff available to ensure operational continuity; include up-to-date directory of telephone numbers and email addresses.</b>			
		5 <b>Designate official spokespersons.</b>			
		6 <b>Use occupational health mechanisms that ensure the well-being and safety of personnel during the response, including monitoring of exposed personnel.</b>			
		7 <b>Distribute information to all staff about the emergency and the roles and responsibilities of personnel and the hospital, as well as current and future actions.</b>			

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Coordination	Ensure proper functioning of coordination mechanisms	8 <i>Identify and establish coordination mechanisms with health and disaster management authorities.</i>			
		9 <i>Activate mechanisms for coordination, communication, and collaboration with the integrated health services network at the level local, considering patient care, the necessary drugs, supplies and equipment, and patient transfer.</i>			
Information	Compile, compare, and analyze information on developments in the emergency, response management, and other contextual data on existing risks and needs	10 <i>Make procedures and personnel available to collect, confirm, and validate data and information related to the emergency.</i>			
		11 <i>Provide a standardized form for reporting on emergency activities, hospitalizations (including critical care), incidence of suspected and confirmed cases, clinical situation, and deaths.</i>			
Logistics and operations	Facilitate emergency response, supported by the logistical capacities of the facility	12 <i>Establish a physical space to triage patients with acute respiratory symptoms. Locate a space with optimal conditions for the prevention and control of infections.</i>			
		13 <i>Identify areas that can be used to increase patient care capacity (expanded capacity), considering the necessary personnel, equipment, and supplies.</i>			
		14 <i>Identify nonessential services that could be suspended, if necessary, in order to increase hospital capacities (human and material resources, equipment, and physical space).</i>			
		15 <i>Have a procedure in place and someone responsible for supply chain management (medicines and supplies), considering increased demands on the supply and distribution chain, and respecting technical specifications and established protocols.</i>			
		16 <i>Have a procedure in place and someone responsible for the management of work teams, including rest areas, safe transportation, and staff well-being.</i>			
		17 <i>Test the facility's telecommunications systems.</i>			
		18 <i>Have a procedure in place and someone responsible for the management of ambulances for transportation between hospitals and for the inventory of available vehicles.</i>			
Administration and Finance	Implement financial, managerial, and administrative support mechanisms needed for the response	19 <i>Activate legally available and authorized administrative and financial mechanisms for emergency management, as well as procedures for the purchase and procurement of supplies and services.</i>			

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Rapid identification	Contain transmission within the facility and generate patient information for timely diagnosis	20 <i>Train health workers for accurate rapid identification and timely reporting of suspected cases to the corresponding level, in any area of the hospital.</i>			
		21 <i>Have a communications and monitoring system in place that allows for timely alerts and reporting of suspected cases in any area of the hospital, including the facility's points of entry and patient arrival, in order to adjust prevention and control activities.</i>			
		22 <i>Establish a triage procedure in the emergency area, focusing on rapid identification of patients with acute respiratory symptoms.</i>			
Diagnosis	Ensure procedure for confirmation of suspected cases	23 <i>Train staff in taking samples, handling them properly, and transporting them (with biosafety measures) to the reference laboratory.</i>			
		24 <i>Establish and activate a procedure for sending samples, following biosafety measures established in national and international guidelines.</i>			
		25 <i>Make procedures and personal protective equipment available in the laboratory for the handling of samples and the final disposal of biological waste.</i>			
Isolation	Ensure that health services have a space for triage and isolation of suspected or confirmed cases	26 <i>Make triage space available in the emergency area, with isolation measures for suspected and confirmed cases.</i>			
		27 <i>Identify, sign, and equip areas for medical care of suspected and confirmed cases in secure and isolated conditions.</i>			
		28 <i>Review, update, and test procedures for receiving and transferring patients, within the hospital, to authorized isolation areas, and to other diagnostic and therapeutic support services.</i>			
Case management	Establish secure, equipped, and isolated areas for patient treatment, including basic and advanced life support	29 <i>Provide protocol for management of suspected or confirmed cases</i>			
		30 <i>Have trained staff and equipment available for initial medical care of suspected or confirmed patients (primary screening, resuscitation, initial stabilization, mechanical ventilation), with access to personal protective equipment.</i>			
		31 <i>Have trained staff for continuous care of suspected or confirmed patients requiring hospitalization, with access to personal protective equipment. Consider training and education in the use of personal protective equipment and in the handling and disposal of contaminated waste during procedures, in addition to ensuring the safety of patients and personnel.</i>			
		32 <i>Plan installed capacity for medical care of suspected or confirmed patients requiring intensive care (mechanical ventilation, hemodynamic monitoring, multi-organ support); list of equipment for medical care (orotracheal cannulas, NIV masks, n95 masks, personal protective equipment); equipment (volumetric ventilators to meet invasive and non-invasive mechanical ventilation needs)</i>			

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Infection prevention and control	Prevent and control nCoV transmission in health services	33 Have a <b>triage procedure in place in the emergency department</b> for isolation of suspected and confirmed cases.			
		34 <b>Identify, sign, and equip available areas for medical care of suspected and confirmed cases</b> in secure and isolated conditions.			
		35 Have <b>procedures for receiving and transferring patients</b> within the hospital, to and from authorized isolation areas, and to other diagnostic and therapeutic support services have been reviewed, updated, and tested.			
		36 Train health workers in the <b>use of personal protective equipment</b> and consider additional precautions for specific transmission mechanisms (droplets, contact, aerosols, fomites).			
		37 Have <b>protocols or procedures available for cleaning and hygiene of clinical areas</b> , including training in the use of decontamination materials.			
		38 Ensure the health facility has protocols for <b>disinfection and sterilization</b> of biomedical equipment and material devices			
		39 Have an <b>area in the facility for disinfection and sterilization</b> of biomedical equipment and material devices			
		40 Ensure the healthcare facility has a protocol and a marked route for management and <b>final disposal of infectious biological waste</b> , including sharps.			
		41 Ensure the facility has <b>infrastructure and procedures for proper hand hygiene</b> , including handwashing, continuous training, and supplies.			
		42 Ensure physical space and guidelines for <b>disposal of corpses</b> resulting from the emergency.			