Checklist for Moving from Contingency to Crisis Staffing

Crisis strategies augment contingency strategies and are meant to be considered and implemented sequentially (i.e., implementing contingency strategies before crisis strategies).

**UNIVERSAL:** This guide should be used for all COVID patients regardless of Ministry COVID Levels

**Before** moving to Crisis Staffing:

- ☐ Assure that all contingency staffing measures have been exhausted
- ☐ Regional Incident Command completes documentation to substantiate move to Crisis Staffing
- ☐ Notify Trinity Health's COVID Response Team of planned move to crisis staffing
- ☐ Stop, cancel or decrease all non-essential procedures and visits
- ☐ Shift HCP who work in areas where work has stopped to support patient care activities in the facility.
  Ensure appropriate orientation and training occurs
- ☐ Implement alternative care delivery models
- ☐ Develop plan to inform patients and HCP when the facility is operating under crisis standards

**During** crisis staffing standards:

- ☐ Implement regional plans to identify designated health care facilities or alternate care sites with adequate staffing to care for patients with SARS-CoV-2 infection
- ☐ Apply Workplace Removal & Return to Workplace Guide After COVID-19 Infection or Close Contact Exposure
- ☐ Implement plan to inform patients and HCP when the facility is operating under crisis standards
- ☐ If shortages continue despite other mitigation strategies, as a last resort consider allowing HCP to work even if they have suspected or confirmed SARS-CoV-2 infection, if they are well enough and willing to work, even if they have not met all Return to Workplace Criteria.
- ☐ Switch to crisis staffing documentation.