



Use of COVID-19 Pandemic Planning Guidance Checklist

The attached spreadsheet is designed to facilitate hospital planning for impacts of medical surge associated with widespread transmission of COVID-19. Recommendations are based on previous local planning for pandemic spread of respiratory viruses, as well as recent guidance from the Centers for Disease Control and Prevention (CDC) and the Department of Health and Human Services (HHS) regarding the current COVID-19 outbreak.

The recommendations are intended to be a starting point for individual hospitals and networks to support operational planning at a facility level. The recommendations do not replace any existing or future regulatory requirements for health care facilities, or any specific local, state or federal guidance for COVID-19 response.

To effectively use this tool, hospital emergency managers will need to be familiar with COVID-19 specific guidance linked below. Interdisciplinary teams should be convened to identify current facility- or network-level gaps and document approaches for improving preparedness.

In order to be comprehensive, we have included guidance on all of the elements of emergency management programs that are needed to support effective response. Most NYC hospitals already have robust emergency management programs. Guidance specific to management of medical surge related to pandemic spread of respiratory viruses are found in Section 10, "Planning for Enhanced Surge Capacity."

Additional sources of information about COVID-19 planning:

<https://www1.nyc.gov/site/doh/providers/health-topics/novel-respiratory-viruses.page>

<https://www.health.ny.gov/diseases/communicable/coronavirus/providers.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html>

<https://www.gnyha.org/topics/#coronavirus>