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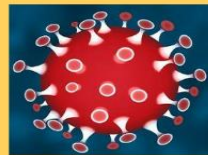
Operational Preparedness Guide During COVID-19



Wash Your Hands Frequently!!!



97%
Of people wash their hands incorrectly



Just 30 seconds with soap & water reduces the bacterial count by 58%. Alcohol-based handrubs reduce germ count by 83%

Cover Your Cough!



Use personal protective equipment

Practice Social Distancing!



Communicate Regularly with Clarity & Detail!

Leadership Should...

- Provide frequent updates to employees
- Update policies & procedures
- Review crisis/pandemic plan
- Review protocols for triaging patients
- Cancel elective surgical cases
- Prioritize exams within each modality
- Establish necessary education/training
- Increase budgets to allow for supplies

Don't panic!



Employees Should...

- Stay home if sick
- Follow protocols for pandemic
- Know who to contact for questions
- Maintain a safe workplace
- Always wash hands and use PPE
- Implement strict cleaning protocols
- Monitor exposures
- Restrict visitors



CDC Information for Health Care Professionals - <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html>

Sources: WebMD, Harvard Business Review, & CDC Websites; Accessed 3/29/2020



Operational Preparedness for COVID-19 Departmental Management and Business Considerations

- Create COVID-19 task force and implement Pandemic protocols ([see CDC link below](#))
- Create Contacts chain of command so that employees know who to contact with specific questions or concerns
- Review & update facility/department Policies & Procedures
- Screen incoming patients and employees for fever, virus, or flu-like symptoms
- All employees to step up standard precautions to include: frequent handwashing, covering cough, disinfecting all equipment and surfaces, use of PPE, and social distancing
- Communication with staff, patients and vendors to ensure that patients and employees receive clear, standardized communication and instructions regarding the pandemic
- Review & revise facility/department protocols as well as prioritize exams as essential and non-essential including modalities, and rescheduling all non-essential exams to 3 months out
- Determine what training may be needed for employees to keep themselves and patients safe from the virus to avoid contamination and spreading of the virus (PPE, signing, containment areas...)
- Develop disinfection guidelines for all rooms and equipment ([see CDC link below](#))
- Determine “burn rate” or consumption rate of supplies-masks, gloves, gowns, sheets, pillow cases, alcohol wipes, paper towels, disinfectant ([see CDC link below use calculator](#))
- Have contingency plan in place if PPE and disinfectants are not available or runs out to make your own ([see link below](#))
- Post communication and resources within departments on bulletin boards, common areas, and restrooms (hand washing, cleaning surfaces, cover your cough, & social distancing)
- Track and separate sick patients to contain the virus and prevent rapid spreading from patient to patient
- Ensure that if employees test positive or demonstrate symptoms, they do not continue to work and are not to return to work until specified
- Communicate canceled exams to appropriate departments and hospital leadership so that loss in revenue can be calculated by leadership
- Notify business office/administration that budgets will probably be exceeded during pandemics

Official CDC website for COVID-19

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

Burn Rate Calculator- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html>

Homemade hand sanitizer - <https://www.healthline.com/health/how-to-make-hand-sanitizer>