

## Checklist for Long Beach Long-term Care Facilities With At Least One Confirmed Case of COVID-19

### Notification and Reporting of COVID in the Facility:

- Notify the Long Beach Health Department immediately at 562.570.4302 during regular business hours, and 562.500.5537 after hours and on weekends.
- Post a notification letter stating that COVID-19 has been confirmed in the facility at the entrance of the facility and community areas.
- Complete a line listing of all symptomatic residents and/or staff in the past month. Fax this list to 562.570.4374. The Health Department can provide you with line list templates.
- Fax or email a map of the facility to 562.570.4374 or [LBepi@longbeach.gov](mailto:LBepi@longbeach.gov).
- Report to licensing immediately.

### Patient Placement:

- Move confirmed or suspected resident to a single-person room or cohort in a single room with the door closed and a dedicated restroom.
- Establish quarantine area in the facility. Confirmed cases may be placed in a shared room.
- Ensure the rooms of the patients that are being isolated are clearly marked and everyone knows what PPE they must wear to enter the room. Keep the door closed.

### Resident Management and Infection Prevention:

- Don N95 respiratory (if unavailable, a facemask), eye protection (face shield or goggles), gloves, and gown for all suspect residents with fever and/or respiratory symptoms. If your facility requires additional PPE, please fill out this form to request more:  
<https://veoci.com/veoci/p/form/5wbq3edsg3z2>
- Implement strategies to preserve and extend use of PPE -  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>.
- Cancel and reschedule upcoming non-essential outpatient appointments for all residents.
- Screen residents for symptoms (fever, cough, etc) at least two times per shift. If a patient has developed symptoms, they should be assumed to have COVID-19 put on isolation immediately.
- If caring for a COVID-19 patient make sure to do vital checks on them at least twice daily. This includes heart rate, blood pressure, oxygen saturation and temperature.

- Notify the Health Department immediately if a resident is hospitalized by calling 562.570.4302 during regular business hours or 562.500.5537 after hours and on weekends.
- Update line list with any new symptomatic residents or staff and fax to the Long Beach Health Department at 562.570.4374 immediately.
- Cancel all activities, visitors, and group dining.
- Close facility to new admissions. The facility will remain closed until 28 days (2 incubation periods) have gone by with no new symptom onsets.

**Testing Residents:** Symptomatic residents will be prioritized for testing at Long Beach Public Health Lab.

- Fill out the [lab requisition form](#). Make sure to fill out form completely, ensuring to check Nasopharyngeal (NP) Swab as the specimen source. In the Other Test(s) Requested section write in "COVID-19 Testing".
- Collect the specimen from the resident and put it in a cooler with an ice pack.
- Bring the completed lab form and collected specimen to our lab at: 2525 Grand Ave Room 260, Long Beach, CA 90815.
- If you do not have NP swabs we can provide them for your facility. Call 562.570.4302 to coordinate this and someone from your facility will have to come to the health department to pick it up.
- If you do not have the nursing staff needed to collect specimens consider hiring a contract nurse to help.

**Staff management:**

- Implement mandatory donning of surgical masks at all times for all staff in the facility.
- Screen staff for symptoms (fever, cough, etc) at the start of each shift and an additional two times throughout their shift.
- If staff become symptomatic, send them home immediately. If staff require COVID-19 testing, please fill out this [test request form](#) to request testing at the Long Beach Health Department. In the Provider Information section only input the name of your facility where it says Provider Facility. Make sure to fill out the Patient Information section completely. In the Testing Prioritization make sure to check the Symptomatic Healthcare Worker box.
- Facilitate social distancing among staff and while in breakrooms, keep staff 6 feet apart and implement staggered breaks.
- Dedicate specific staff to don PPE and care for confirmed and suspect COVID-19 patients.
- Implement sick policy for staff to stay home while sick.
- If staff become ill, send them home immediately.

**Cleaning:**

- High-touch surfaces cleaned twice per hour.
- Increase environmental cleaning throughout the facility to 3 times a day (if possible) with emphasis on high touch surfaces particularly in the unit where the resident was located.
- Staff who are cleaning the room of a confirmed or suspect COVID-19 patient should wear full PPE (respirator, eye protection, gown and gloves) while cleaning the patient's room.

For more information, visit [www.longbeach.gov/COVID19](http://www.longbeach.gov/COVID19) or call 562.570.4302.