



Oregon

Kate Brown, Governor

Department of Human Services

Safety, Oversight, and Quality

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March 30, 2020

TO: Community Based Care:
Assisted Living, Residential Care,
and Memory Care Facilities



FROM: Safety, Oversight, and Quality

RE: IMPORTANT COVID-19 Reporting Reminders

All Community Based Care facilities are required to immediately report suspected and confirmed cases of COVID-19 to: CBC.Team@state.or.us.

Reporting requirements are outlined in [Provider Alert #NF-20-66](#) distributed March 13, 2020.

If an Executive Order is in place you must:

- Immediately notify the Department any time residents' or staffs' COVID-19 status changes from suspected to confirmed or is reported negative.
- Immediately notify the Department of any new suspected cases of COVID-19.
- Report every Friday by 5:00 pm the status of the COVID-19 virus within the facility, including the status of residents and staff to: CBC.Team@state.or.us.

The Executive Order restricts the admission or readmission of residents **without prior written approval** of Safety, Oversight and Quality Unit.

If you have a resident who is ready to readmit from the hospital, contact SOQ at CBC.Team@state.or.us with details of the readmission. Please include answers to the following questions in your request for admission or readmission:

- Does the resident have confirmed COVID-19?
- Are you waiting for COVID-19 test results for this resident or any other residents?

- Would the resident be admitted or readmitted to a shared room or private room?
- Are there any other residents with signs or symptoms of COVID-19?

Your request will be reviewed, and you will be notified of approval or disapproval as appropriate.

Executive Orders are placed on all facilities reporting **ANY** suspected or confirmed cases of COVID-19. This reporting must be done promptly.

Facilities must immediately notify us of all outcomes of COVID-19 testing.

We appreciate your attention to appropriate and timely reporting during the COVID-19 health crisis in an effort to keep residents, staff and Oregonians safe.

For questions please contact us at:

CBC.Team@state.or.us