

Worksheet 1

Space Objective: Increase the Ability to Maintain Unit Operations and/or Take on Additional Patients by Repurposing How You Use Space				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Identify areas of the hospital for surge capacity that are not part of an inpatient unit: <ul style="list-style-type: none"> · Non-Traditional Clinical Spaces · Non-Clinical Spaces · Airborne Infection Isolation Rooms (AIIR) 				
Assess the impact of behavioral health patients on surge operations				

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Shut off floor ventilation system to cohorts of infected patients				
Use tents to create additional patient care areas				

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Staffing Objective: Increase the Ability to Maintain Staffing Levels and/or Expand the Workforce				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Cross-train clinical staff on medical equipment				
Contact nurse staffing agencies (registry) to assist with supplemental staffing needs				

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Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Expand scope of practice (i.e. student nurse, medical students, military licensed staff)				
Use of non-conventional staff (i.e., volunteers, paramedics, dentists, veterinarians, retired health professionals with an active license)				

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Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Develop procedures to accept and assign non-caregiving volunteers				

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Staffing Objective: Increase the Ability to Maintain Staffing Levels and/or Expand the Workforce				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Implement and/or develop just-in-time training for clinical staff that's normally assigned to non-direct patient care positions				
Plan for dependent care for staff				

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Staff Objective: Ensure Adequate Supplies and Equipment to Support Surge Needs				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Provide vaccination and prophylaxis to healthcare staff and their family members as appropriate				
Implement and/or develop return to work policies for employees who have recovered from the communicable illness and have immunity				

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Staff Objective: Ensure Adequate Supplies and Equipment to Support Surge Needs				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Prioritize care functions to maximize the use of resources within traditional standards of care (e.g., limit/reduce frequency of patient baths, etc.)				
Notify vendors regarding needs and determine alternates to support keeping the supply chain intact. Significant focus on critical supplies/equipment (i.e. ventilators)				

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Stuff Objective: Ensure Adequate Supplies and Equipment to Support Surge Needs				
Hospital Strategy	Tasks to Achieve the Strategy	Person Assigned to Task	Target Date for Plan Completion	Actual Date of Plan Completion
Request resources from local emergency management				

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Stuff Objective: Ensure Adequate Supplies and Equipment to Support Surge Needs				
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