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: · Non-Traditional Clinical Spaces · Non-Clinical Spaces · Airborne Infection Isolation Rooms (AIIR)				
Assess the impact of behavioral health patients on surge operations				

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

Worksheet 1:

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				

Worksheet 1:

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**
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)				

Worksheet 1:

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**
Develop procedures to accept and assign non-caregiving volunteers				

Worksheet 1:

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				

Worksheet 1:

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**
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				

Worksheet 1:

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**
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)				

Worksheet 1:

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				
Blanks to support tailoring by institutions				
Blanks to support tailoring by institutions				

Worksheet 1:

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**
Blanks to support tailoring by institutions				
Blanks to support tailoring by institutions				
Blanks to support tailoring by institutions				