Office of Developmental Programs

Residential Provider Checklist for Confirmed COVID-19 Cases

Providers should follow the recommended steps outlined in this checklist in the event that an individual or individuals become infected with COVID-19. ODP may update this checklist as new guidance becomes available from DOH and the CDC.

☐ Infection contact tracing (per PA Department of Health [DOH])
  • PA DOH is the lead for infectious disease contact tracing. Providers can contact DOH at 1 (877) 724-3258 (PA HEALTH) as necessary for additional recommendations or guidance.

☐ Notify potential close contacts
  • DOH may provide additional guidance.
  • Maintain HIPAA compliance.

☐ Provider identifies an Emergency Coordinator
  • This person will be the single point of contact for the AE and ODP. Providers should share the name and contact information with their AE and ODP regional office when a positive case is confirmed.
  • ODP’s COVID-19 response teams will be available to provide additional support by conducting initial contact to guide providers and assess if a deeper need for intervention by ODP/outside agencies is needed.

☐ Verify the most current DOH/CDC guidance for home settings and long term care facilities
  • Maintain the most up to date operational guidelines from DOH, CDC, and if applicable, CMS.
  • As guidance changes frequently, providers should review DOH/CDC guidance daily and update COVID-19 operation plans accordingly.
  • Websites for additional guidance:
    – PA DOH: https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx

☐ Implement resident screening and isolation
  • Develop, implement, or update the resident screenings for infectious disease to match the relevant guidelines by DOH and CDC.
  • Implement isolation protocols for the individual with COVID-19. Follow DOH and CDC guidelines.
  • Quarantine individuals as recommended by DOH and CDC guidelines.

☐ Re-assess Personal Protective Equipment (PPE) stock
  • Providers can notify the County Emergency Management Agency (EMA) when there is a confirmed case of COVID-19 to assist with PPE supply.
  • Providers can submit a resource request for unmet PPE needs to County EMA.
  • Resource requests should be updated as your situation changes. County EMA will need to understand providers needs to correctly prioritize requests:
    – Convey the medically fragile nature of your residents, if applicable.
    – If you now have positive cases or more positive cases from when the request was submitted/last updated.
    – Staffing concerns.
    – Challenges your facility presents for managing spread without proper PPE.
    – Additional relevant information that would provide context to the County EMA.