



Navigating a COVID-19 Staffing Shortage or Emergency

Tips to Consider

Before an Outbreak

1. Adhere strictly to [infection control practices](#).
2. Develop a cohorting plan and discuss it with staff
3. Cross train staff to maximize flexible use of available staff
4. Supplement staff with [temporary aides](#)
5. Keep your [Facility Assessment](#) updated
6. Review your emergency plan, including staffing contingency plan, and keep it readily available
 - a. Review/confirm the arrangements with other facilities for transfer in case of emergency
7. Establish a first-name relationship with your local Emergency Manager
8. Download CDC's [Staffing Mitigation Strategies](#)

When a Staffing Emergency is Likely

(not enough staff to care for residents/meet regulatory requirements):

1. Refer to your Emergency Staffing Plan
2. Update your Facility Assessment
3. Consider streamlining tasks that staff ordinarily perform that will not negatively impact resident care/outcomes. (ex. less frequent bathing.) Get other non-nursing staff to help with tasks that do not require a nurse or CNA (ex. make beds, pass water, etc.)
4. Make/confirm arrangements for other staffing sources
 - a. Temporary staffing agencies
 - b. Sister or neighboring facilities
 - c. Consider asking neighboring LTC providers (especially those that have already gone through an outbreak) to temporarily loan staff to you.
 - d. Other types of health care providers (ex. hospitals.)
5. Prepare to institute [CDC Staffing Mitigation Strategies](#)

When There is an Outbreak-Related Staffing Emergency:

1. Document each attempt to secure additional staffing.
2. Contact:
 - a. [Local Emergency Manager](#)
 - b. Local Public Health Department
 - c. [Regional Health Care Coalition](#)
 - d. [Nearest Medical Reserve Corps unit](#)
3. Institute CDC Staffing Mitigation Strategies. This may include having asymptomatic staff care for COVID positive residents.
4. Check with your public health department for ideas/help. KDADS will let you use asymptomatic positive staff to care for COVID positive residents in extreme cases. If the public health dept resists share [CDC Staffing Mitigation Strategies](#) and email Scott Brunner scott.brunner@ks.gov and tell him you need help with this.
5. Prepare to transfer all or some of your residents to an alternate site if regulatory requirements/resident care needs cannot be met. Contact KDADS or county health department for details.