**COVID-19 Emergency Preparedness Plan Checklist**

***For the Aging and Disability Resources Network***

**The COVID-19 Pandemic is presenting many challenges that standard emergency preparedness plans do not address. This Checklist is a resource for considering the specific circumstances local aging and disability agencies have found require additional planning when COVID-19 outbreaks impact their service providers and partners. Please review your agency’s emergency preparedness plan related to Aging, ADRC and ILC services and ensure that they address all of the points listed below. If a consideration on this list is not addressed in your current plan, we strongly recommend that you amend it.**

**To handle COVID-19 outbreaks, Preparedness Plans should include:**

* Details about measures in place to protect staff who must interact in-person with others from contracting COVID-19,.
* Details about measures in place to protect managerial or administrative staff from contracting COVID-19.
* Details about coverage for essential staff functions in case of absences due to illness, isolation or quarantine, including a plan for ensuring any remote workers have needed technology and internet access.
* Contact information for a backup person for each essential position.
* Contact information for a minimum of two backup service partners (e.g., meal vendors), supplemented by a list of additional potential emergency suppliers.
* A list of services your agency has determined must be sustained without disruption in order to prevent harm to community members. Details about how each service will be sustained in case of essential staff absence, such as:
  + Information about supplies or stock on hand, such as shelf-stable meals
  + Information about alternate delivery resources and schedules for meals
  + Information about how access to publicly-funded long term programs will not be delayed.
  + A list of emergency caregiver respite providers.
* Location of essential documents or files that are necessary to provide services, and a list of individuals with access to these files (e.g., list of individuals receiving home delivered meals or other services). Include a plan to ensure HIPAA compliance for the protection of any personal or health information.
* Templates for communication about a service change or disruption for:
  + Customers/program participants [Include information about alternative sources of assistance and emergency contact numbers]
  + The public [Include information about alternative sources of assistance and emergency contact numbers]
  + Local partners
  + State oversight agencies (AAAs, BADR, etc.)
* Certification that this plan has been shared with all individuals and agencies named as backups.
* Certification that this plan has been shared with county and tribal emergency management.
* Certification that this plan has been shared with the appropriate governing bodies.