

# Preparedness Checklist

	Lead/Accountable Person	Date assessed:	Date assessed:	Date assessed:	Date assessed:
<b>1. Structure for Planning and Decision Making</b>					
A planning committee or designate has been appointed specifically to address pandemic preparedness.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
There is a chain of command for implementing the pandemic plan.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A point of contact is identified for questions/consultation on infection control issues.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
An emergency communication plan has been established and is revised periodically. This includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization has developed criteria to determine where and how people will be cared for in the event of an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff are aware of their roles/responsibilities during a pandemic outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>2. Development of a Written Outbreak Plan</b>					
An outbreak plan is developed, and staff are aware of the policies and procedures. Section 3 below for key elements.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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The plan describes the organizational structure (i.e., line of authority, function, and assignment of responsibility) that will be used to operationalize the plan.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>3. Elements of an Outbreak Plan</b>					
A plan is in place for protecting residents, staff, and visitors from respiratory infections, including the pandemic virus, that addresses the elements that follow.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Responsibility has been assigned for monitoring provincial and national public health advisories through <a href="http://www.saskatchewan.ca">www.saskatchewan.ca</a> and updating members of the pandemic virus planning committee when cases of the pandemic virus have been reported in Canada and the province.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A system has been created to regularly monitor the health of residents.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The home has a process for inter-facility transfers that includes notifying personnel and receiving homes about a resident's suspected of confirmed infection status.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A system is in place to report unusual cases of Influenza like illness (ILI) and pandemic-related deaths to the ministry of health (MoH).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Services that will be maintained during a pandemic have been identified.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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<b>4. A communication plan has been developed</b>					
Services that could be reduced or curtailed have been identified.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Key public health points of contact for pandemic have been identified (i.e. Medical Health Officer, MoH) List: _____ _____		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organizations have a point person for external communication. Use information from www.saskatchewan.ca fact sheet from the MoH to ensure messages to the public are consistent. Outbreaks can only be declared by the Medical Health Officer, therefore communication must be planned in consultation with the SHA.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization has developed procedures for handling requests for information from the media. These provisions are consistent with the Health Information Protection Act (HIPA).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization's communication and coordination of their outbreak plan is carried out in conjunction with the MoH and the SHA.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A list has been created of health care providers and entities (including family physicians, home care, physiotherapy, pharmacies etc) and their point of contact with whom the home anticipates that it will be necessary to maintain communication and coordination of care during an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Up-to-date contact lists for staff and residents' families/next of kin or caregivers are being maintained.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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A process for communicating updates and information regarding residents and home updates is established.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
An alternate or backup system of communication is in place.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
There is a communication process in place with physicians for urgent and ongoing care.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Signs are posted at all entrances indicating the situation, advising visitors of the potential risk of introducing illness to the facility, and any visiting restrictions.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Communication systems are being used as appropriate (e.g., website) to maintain communication with family members and visitors, external partners, and contracted providers.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>5. An education and training program has been obtained and deployed.</b>					
To ensure that all personnel, external partners, and contracted providers understand the implications of, and control measures for, outbreak management.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A person has been designated to coordinate education and training sessions in the agency/organization including use of PPE and fit testing for N95 respirators as appropriate.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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All staff are receiving education, including employees that do not routinely care for residents but may need to do so during a pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Education is being provided for volunteers, residents, resident council, and families.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The education and training material includes information on infection control measures to prevent the spread of illness, including information on measures health care personnel should apply during care of residents.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Education and training material is consistent with SHA/MoH content.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>6. Informational Materials</b>					
Informational materials on the illness have been identified and are language and reading-level appropriate for residents and families. A plan is in place to obtain and disseminate these materials.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Information has been identified or developed to guide family members on infection control and care of residents during an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>7. A plan has been developed for the management of residents during a pandemic, which covers the following issues:</b>					
During a pandemic, the agency/organization may reduce or delay some services to compensate for staff shortages or to prevent the spread of illness.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Onsite adult day programs may be reduced or curtailed based on the capacity of the agency/organization to staff them or due to public health measures implemented by the Chief Medical Health Officer.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Decisions about which services to reduce, curtail, or enhance are made based on direction from Chief Medical Health Officer and consider residents' needs, infection control, prevention guidelines, and staffing needs.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Decisions regarding IV therapy in the agency/organization during pandemic are determined in conjunction with the SHA.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The roles and responsibilities of the agency/organization regarding distribution of infection control PPE supplies (e.g., masks, hand hygiene materials) are identified.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization should involve the funeral homes to develop a plan to manage a potential increase in deaths including storage of bodies		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>8. An infection control plan is in place and includes the following:</b>					
For staff & volunteers -routine, droplet, contact and airborne in specific instances.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
When a N95 respirator will be used as appropriate		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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The recommendation to cohort residents with pandemic virus, depending on the capacity/structure of the agency/organization, and the severity and epidemiology of the pandemic strain		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
If cohorting is not possible, separating residents who are particularly vulnerable to complications from pandemic virus from residents with the virus.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Restricting residents with the pandemic virus to their rooms as long as it does not cause the resident undue stress or agitation		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Screening all new move-ins to the agency/organization during a pandemic at the direction of the CMHO		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
To prevent the spread of infection, have methods been considered to ensure recommended social distancing (2 meters) in communal areas and dining rooms		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Advise volunteers that there may be restrictions to their involvement in the agency/organizations during the pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Advise visitors that there may be restrictions in their access during the pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>Supplies and Resources:</b> <ul style="list-style-type: none"> <li>Alcohol-based hand rub for hand hygiene is available in every resident room (ideally both inside and outside of the room) and other resident care and</li> </ul>		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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<p>common areas (e.g., outside dining hall, in therapy gym)</p> <ul style="list-style-type: none"> <li>• Sinks are well-stocked with soap and paper towels for hand washing.</li> <li>• Signs are posted immediately outside of resident rooms indicating appropriate Infection Prevention and Control precautions and required personal protective equipment (PPE).</li> <li>• Facility provides tissues and facemasks near entrances and in common areas with no-touch receptacles for disposal.</li> <li>• Necessary PPE is available immediately outside of the resident room and in other areas where resident care is provided.</li> <li>• Facilities should have supplies of facemasks, respirators (if available and the facility has a respiratory protection program with trained, medically cleared, and fit-tested staff), gowns, gloves, and eye protection (i.e., face shield or goggles).</li> <li>• Trash disposal bins should be positioned near the exit inside of the resident room to make it easy for staff to discard.</li> <li>• Facility ensures staff have access to EPA-registered hospital-grade disinfectants to allow for frequent cleaning of high-touch surfaces and shared resident care equipment.</li> <li>• Products with EPA-approved emerging viral pathogens claims are recommended for use against COVID-19. If there are no available EPA-registered products that have an approved emerging viral pathogen claim for COVID-19, products with label claims against human coronaviruses should be used according to label instructions.</li> <li>• The facility has a process to monitor supply levels.</li> <li>• The facility has a contingency plan that includes engaging their health department and healthcare</li> </ul>					

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coalition when they experience (or anticipate experiencing) supply shortages. Contact information for healthcare coalitions is available here: <a href="http://www.saskatchewan.ca">www.saskatchewan.ca</a>					
<b>9. Human resources planning</b> is key to maintaining services during a pandemic. During a pandemic, the agency/organization is likely to experience staff shortages and may have to take extraordinary measures to continue to provide care for residents.					
A plan should be in place for managing staff shortages within the organization due to illness among staff or their family members.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The minimum number and classification of staff and other personnel necessary to sustain services for a given number of residents on a day -to-day basis have been determined. Cross-training (where applicable) has been implemented.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Priorities for providing care have been established.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Contingency staffing plans have been developed.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization's sick leave policy must address staff that have symptoms of, or documented illness with, pandemic illness. The policy should address procedures that will be followed for staff who become ill at work, and when personnel may return to work after recovering from pandemic illness.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization has a policy to address work refusal.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

	Lead/Accountable Person	Date assessed:	Date assessed:	Date assessed:	Date assessed:
There is a system in place for evaluating symptomatic personnel before they report for duty.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Priorities for providing care, environmental services and dietary services, have been established.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Mental health and faith-based resources have been identified who are available to provide counselling to personnel during a pandemic. Insert Contact Information:_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The management of personnel who are at increased risk for pandemic illness complications (e.g., older staff, immune compromised staff) has been addressed.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff have been encouraged to develop their own family care plans for the care of dependent children and seniors in the event community containment measures are implemented, and for possible illness among adult family members.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>10. Antiviral and vaccination</b>					
During a pandemic, the agency/organization may be responsible for administering antivirals, if available, to residents and staff, for treatment and outbreak control. Once a vaccine is available, the MoH will be responsible for supplying and coordinating the distribution of vaccine to the SHA.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/organization is monitoring vaccination of staff.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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<b>11. Surge Capacity</b>					
Anticipated supplies have been estimated and purchased including PPE (e.g., masks, gloves, gowns, face shields, hygiene products).	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A primary plan and contingency plan to address supply shortages have been developed, including detailed procedures for acquisition of suppliers through normal channels as well as requesting resources for replenishing supplies when normal channels have been exhausted.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Plans include stockpiling at least one-month of supplies including prescription and OTC Medication; preserved food and bottled water; batteries, radio, flashlight etc.; any additional supplies for unique resident needs.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Agency/organization plans include resources for dealing with fatalities including removal and storage of the deceased from the agency/organization.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable