



## KCER - Kidney Community Emergency Response Coalition

# Recommendations for Developing a Dialysis Facility Pandemic Planning Checklist

- 1) **Identify members of the facility's planning team and set up a schedule to meet regularly**
- 2) **Discuss the roles/responsibilities of the following in pandemic planning and response:**
  - a) Facility pandemic planning committee/staff
  - b) Patients
  - c) Caregivers
  - d) Local Liaisons: Public health, local hospital liaison, medical transporters, local emergency management agency, referring physician groups representatives
  - e) Representatives from other associated dialysis facilities and dialysis patient transportation companies
  - f) Vendors of critical supplies
- 3) **Review these resources for plan development:**
  - a) Emergency Preparedness for Dialysis Facilities: A Guide for Chronic Dialysis Facilities (<http://kcercoalition.com/pdf/EmergencyPreparednessforFacilities2.pdf>)
  - b) HHS Pandemic Influenza Plan Part 2. Public Health Guidance on Pandemic Influenza for State and Local Partners (<http://www.hhs.gov/pandemicflu/plan/part2.html>)
  - c) State and/or local pandemic influenza plans (state plans listed at <http://pandemicflu.gov/plan/states/stateplans.html>)
  - d) Ask a local health department official to provide an in-service on pandemic flu for you and your staff
  - e) Kidney Coalition Emergency Response (KCER) Coalition Pandemic Preparedness Team page at [www.kcercoalition.com](http://www.kcercoalition.com)

- f) Your dialysis company's pandemic plan
- g) National Strategy for Pandemic Influenza Implementation Plan  
([http://www.dhs.gov/xprevprot/programs/editorial\\_0760.shtm](http://www.dhs.gov/xprevprot/programs/editorial_0760.shtm))

**4) Consider these key elements of a plan for your facility and include them in a written plan**

**a) Communication Plan - Address your facility's plan to communicate with patients, partners and other agencies:**

- i) Discuss coordination with other facilities, local clinicians, and other agencies
- ii) Identify contact people for exchange of various types of information like facility status, situation in community with respect to disease rates, and resource requests
- iii) Outline education plan for your staff, patients and their caregivers in preparation ("Education/Training")
  - (1) Determine potential messages to be included in education efforts for preparedness such as personal stockpiling and infection control
  - (2) How to care for yourself or a family member with the flu
- iv) Discuss your communication goals during a response:
  - (1) Facility operational status: closed and open dialysis facilities
  - (2) Where to obtain reputable information on available services (such as transportation) and infrastructure (hospitals' status), physician on-call schedules, etc.
  - (3) Where to learn what is going on in your community (local emergency management agency, department of health, and media)

**b) Infection Control Plan – Reinforce strategies on personal protection/infection control:**

- i) Basic prevention and infection control for staff and for caregivers
- ii) Strategies to socially distance persons to minimize transmission of flu (consider strategies on use of isolation rooms, cohorting dialysis machines, using isolation rooms at partnering facilities and/or increased use of home hemodialysis to facilitate isolation)
- iii) Proper type and use of masks and other personal protective equipment (PPE)

**c) Staffing Plan:**

- i) Acknowledge potential for employee absenteeism, possible patient surge
- ii) Determine critical number and type of staff to keep facility operational and safe
- iii) Work on a plan with other facilities to 'share' staff with like duties
- iv) Cross train duties as able. Provide re-training for clinical staff who may now be in management or other types of positions who may need to help with clinical duties in a time of emergency
- v) Identify vascular surgeons in advance to deal with fistula issues in patients with influenza-like illness and new patients
- vi) Develop plan for workforce support/ resiliency and mental health support.

**d) Supplies/Resources Plan:**

- i) Review current supply level of critical items (such as dialysate) and work with vendors on how to maintain
- ii) Identify supplies that are used outside the provision of dialysis to care of people with flu. This could include saline, syringes, gloves, masks, gauze, bleach, etc. If these items are unavailable, it may impact the provision of dialysis to some degree
- iii) Define items that could/should be stockpiled, including appropriate antibiotics to deal with fistula-type infections or other medications
- iv) Determine current supply per week and estimate the need during a pandemic per week of operation
- v) Maintain current list of vendor sources and alternate vendor sources

**e) Transportation Plan (for employees and patients):**

- i) Identify major transportation providers and alternatives (rail, buses, medical transport, volunteers, churches, community agencies) and incorporate their plans into your own plans

**f) Facilities Plan:**

- i) Meet with local utility companies and review their plan and get contact information

- ii) Review critical needs to operate the facility with local utility company representatives. Discuss prioritization for restoration or maintenance of utilities and how they have incorporated dialysis facility needs into their plans
- iii) Consider plans to deal with an event where the backup generators are not functioning, and discuss the use of other dialysis options (i.e., peritoneal dialysis) or training staff to operate machines manually

**g) Treatment Plan:**

- i) Review with physician groups and medical director treatment changes that might be possible such as decreasing from three treatments per week to two for some patients
- ii) Determine in advance what level of service the facility would provide at each level of staff absenteeism. Discuss how policies and procedures would change
- iii) Determine how to handle new or additional patients
- h) Vaccine and antiviral use plan - vendor source, first and second priority status and corporate status on stockpiling

**5) Participate in local emergency planning efforts with local emergency management agency**

**6) Commit to a regular schedule of training, exercising plans, holding mock drills and then (re)evaluating plans**