

Fall Respiratory Season Preparation Checklist

Use this checklist to identify targeted areas on which to focus your facility's vaccination planning efforts.

Area	In Place	In Process	Need to Address
The facility outbreak plan(s) has been reviewed within the past year.			
The facility has an influenza outbreak plan that is consistent with current recommendations.			
The facility has a COVID-19 outbreak plan that is consistent with current recommendations.			
The vaccinations provided by the facility have been determined.			
The vaccination plan includes how education will be provided and documented.			
The vaccination plan includes how vaccines will be offered and how decisions will be documented.			
The current year vaccine information statement (VIS) is in use.			
Par reorder levels have been established for hand hygiene supplies (e.g., soap, paper towels, hand sanitizer/gel).			
Par reorder levels have been established for personal protective equipment (e.g., gloves, gowns, masks, respirators, eye protection).			
Par reorder levels have been established for testing supplies (e.g., kits, swabs).			
Par reorder levels have been established for vaccination supplies (e.g., vaccines, swabs, needles, syringes).			
A process (i.e., who, when, how) for monitoring community virus spread has been established.			
A facility masking determination has been established, based on community spread			
A procedure is in place to educate visitors on delaying visits if they have been exposed or are symptomatic.			
A plan is in place to educate staff on who to notify if anyone is exposed to an infected person in the community as well as next steps to take.			
Staff is provided education on the possible need to test post-exposure and when a mask is needed if they remain asymptomatic.			
The ventilation system is checked to ensure it is maintained per the manufacturer.			
A process is in place to ensure that ventilation filters are changed per the manufacturer's instructions.			
A process is in place to ensure that ventilation filters fit in the filter rack to avoid the distribution of unfiltered air.			
A team member is assigned to investigate the CDC's strategies to improve facility ventilation.			
A process is in place to establish surveillance for common respiratory pathogen symptoms.			
Testing method(s) have been established for common respiratory pathogens.			
A method has been established for common respiratory pathogen treatment or prophylaxis.			

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