



## Ebola Preparedness Checklist for Local Public Health

Washington, November 2014

To assist Local Health in preparation for potential evaluation and management of suspected Ebola cases in your jurisdiction, the Washington State Department of Health has developed the following checklist. Please consider performing the following activities:

### I. LOCAL HEALTH STAFF SHOULD

#### A. Know the case definition for EVD

<http://www.cdc.gov/vhf/ebola/hcp/case-definition.html>

#### B. Know how to monitor persons who have been in areas with EVD or had exposure to EVD (i.e., travelers, humanitarian aid workers, or other EVD contacts).

<http://www.doh.wa.gov/Portals/1/Documents/5100/420-132-Ebola-LHJ-MonitoringGuide.pdf>

##### 1. See other related supplementary documents

##### a. Ebola Contact Monitoring Form

<http://www.doh.wa.gov/Portals/1/Documents/5100/420-127-CaseContactForm-Ebola.pdf>

##### b. Letter for Travelers Arriving from a Country with Ebola

<http://www.doh.wa.gov/Portals/1/Documents/5100/420-136-EbolaLetterToTravelers.pdf>

##### c. Also available at

<http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/NotifiableConditions/EbolaResources> under “Resources for Local Health”

are editable versions of:

##### i. [Request for Voluntary Restricted Movement Template](#)

##### ii. [Health Officer Directions to Person with Possible Exposure to Ebola Virus Classified as Low Risk](#)

##### iii. [Health Officer Directions to Person with Possible Exposure to Ebola Virus Classified as Some Risk](#)

#### C. Identify a healthcare facility within the jurisdiction able to evaluate and care for suspected Ebola patients, and confirm that the facility is fully prepared with personal protective equipment and staff education and training. Adequate preparation should include:

##### 1. Screening patients for Ebola exposure risk and, if positive, for Ebola-compatible symptoms

##### a. Screening travelers

<http://www.cdc.gov/vhf/ebola/pdf/ebola-algorithm.pdf>

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- b. Screening for Ebola in Emergency Department settings  
<http://www.cdc.gov/vhf/ebola/pdf/ed-algorithm-management-patients-possible-ebola.pdf>
    - c. Screening for Ebola in Ambulatory settings  
<http://www.cdc.gov/vhf/ebola/pdf/ambulatory-care-evaluation-of-patients-with-possible-ebola.pdf>
  2. Identifying an appropriate isolation room or area with private bath (or bedside commode)
  3. Securing an adequate supply and sizes of single-use personal protective equipment (PPE) for the type of facility and patient clientele
    - a. Hospital and ED settings  
<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>
    - b. Ambulatory settings  
[http://www.cdc.gov/hicpac/2007IP/2007ip\\_fig.html](http://www.cdc.gov/hicpac/2007IP/2007ip_fig.html)
  4. Planning for safe environmental decontamination and waste disposal  
<http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html>
  5. Identifying key personnel on each shift who will be the primary Ebola-ready caregivers
  6. Ensuring training and competency of personnel in screening, isolation procedures, proper notifications, environmental cleaning and decontamination, and donning and doffing PPE
  7. Determining whether Ebola lab specimens will be drawn, and if so, who will perform the blood draw  
<http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-specimen-collection-submission-patients-suspected-infection-ebola.html>
- D. Hold exercises to test procedures for identification, isolation, essential notifications, and transportation for a suspected Ebola patient. (The Department of Health has sample Ebola patient drills.)
- E. Identify an emergency transport service in the jurisdiction able to transport an Ebola patient to a healthcare facility.

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- F. Ensure capability for Category A shipping of specimens to PHL for Ebola testing.
- G. Contact colleges and universities with foreign students and establish a plan for screening and monitoring any students arriving from affected countries.  
<http://www.doh.wa.gov/Portals/1/Documents/5100/420-129-Ebola-LHJ-CollegeGuidance.pdf>
- H. Advise local providers whether EVD testing is indicated after consulting with DOH Office of Communicable Disease Epidemiology at 206-418-5500 or 877-539-4344.
- I. Work with your Public Information Officer to plan for media attention should a suspected Ebola case be diagnosed in your jurisdiction.
- J. Recommend to local coroner and funeral homes “Guidance for Safe Handling of Human Remains of Ebola Patients in the United States”  
<http://www.doh.wa.gov/Portals/1/Documents/5100/420-135-EbolaPostmortemGuidance.pdf>
- K. Know how to clean up Ebola contaminated personal residences.  
<http://www.cdc.gov/vhf/ebola/hcp/residential-decontamination.html>
- L. Review procedures and legal authorities for isolation of suspect cases and quarantine of contacts.  
<http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyPreparedness/IsolationandQuarantine>
- M. Identify potential site and financial resources for quarantine housing within your jurisdiction.
- N. Enroll in SECURES to receive urgent communication from the Washington State Department of Health  
<https://www.wasecures.org/>

## II. FOR LOCAL HEALTH EXTERNAL PARTNERS

**Provide the following to all healthcare providers, facilities, clinical laboratories, and Emergency Medical Services Systems in your jurisdiction:**

- A. Key Messages for Health Care Providers regarding EVD  
<http://www.doh.wa.gov/Portals/1/Documents/5100/420-131-Ebola-MessagesHCP.pdf>
- B. All CDC Health Advisory Network messages regarding Ebola  
<http://www.bt.cdc.gov/han/>

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- C. Triage and preparation for healthcare facilities and providers  
<http://www.doh.wa.gov/Portals/1/Documents/5100/EbolaDOH-WSHA-WSMA-WSNA-Letter.pdf>
- D. Infection control recommendations for evaluation of suspected EVD cases  
<http://www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html>
- E. Guidance for safely donning and removing PPE  
<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>
- F. EVD specimen collection and laboratory testing guidance  
<http://www.doh.wa.gov/Portals/1/Documents/5100/420-130-Ebola-PHL-Testing.pdf>  
**Please note: All testing for EVD must be coordinated through local and state public health.**
- G. Guidance for how clinical laboratories can safely manage specimens from suspected Ebola cases  
<http://www.cdc.gov/vhf/ebola/hcp/safe-specimen-management.html>
- H. Environmental cleaning guidance for EVD  
<http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html>
- I. Infection control checklist for to providers of Emergency Medical Services in your jurisdiction  
<http://www.cdc.gov/vhf/ebola/pdf/ems-checklist-ebola-preparedness.pdf>

### III. FOR THE GENERAL PUBLIC

- A. Provide FAQs on EVD to local media sources, and others who request information  
<http://www.cdc.gov/media/dpk/2014/dpk-ebola-outbreak.html>