The purpose of this gap analysis tool is to assist response partners in identifying organizational resources, strengths, barriers and needed improvements related to COVID-19 Pandemic response and recovery.

Each partner is encouraged to complete the assessment prior to the Tabletop Exercise conducted in your community to provide an opportunity to collaborate and share information on resources and readiness.

Name of person completing assessment:

Agency/Organization:

Title: Email:

Date completed:

| **Assessment Questions Common to all Group**s  (Check box for your discipline if “yes” to the assessment question) | Hospitals | Long Term Care Facilities | EMS / Transport | Community Based | Clinic | City / Tribal Administrator | Law Enforcement | Public Works | Elders | Critical Industry | Other |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a comprehensive list of supplies, equipment and other critical resources that will be needed to sustain operations? |  |  |  |  |  |  |  |  |  |  |  |
| Do you have policies and procedures in place to access additional supplies? (E.g., vendor agreements, MOUs, sharing of resources? |  |  |  |  |  |  |  |  |  |  |  |
| Has all applicable staff been trained in the appropriate infection control measures to prevent disease? (E.g., personal hygiene, hand sanitizers, PPE)  Assistance needed? (Describe) |  |  |  |  |  |  |  |  |  |  |  |
| Has a baseline current supplies level been assessed and documented?  Expected gaps: (describe) |  |  |  |  |  |  |  |  |  |  |  |
| Is there a plan to monitor staff for signs and symptoms of COVID-19? |  |  |  |  |  |  |  |  |  |  |  |
| Is there a plan to remove staff from work if signs and symptoms are present? |  |  |  |  |  |  |  |  |  |  |  |
| Is there a plan to support staff removed from work due to illness (E.g., pay, sick leave) |  |  |  |  |  |  |  |  |  |  |  |
| Is there a way to provide working employees with social distance (at least 6 feet apart) so that they can provide essential services?  Challenges: (describe) |  |  |  |  |  |  |  |  |  |  |  |
| Do you have a plan to disseminate information to employees, families, the community (including patients)? |  |  |  |  |  |  |  |  |  |  |  |
| Have you identified key positions and/or personnel that will be necessary to support operations in a pandemic? Is it documented in policy/procedure? |  |  |  |  |  |  |  |  |  |  |  |
| Have you identified services that can be postponed or suspended when there is not enough staff to support operations? |  |  |  |  |  |  |  |  |  |  |  |
| Have you identified staff that can be reassigned to provide direct services to clients, patients, community? |  |  |  |  |  |  |  |  |  |  |  |
| Do you have a policy to share information with community partners? |  |  |  |  |  |  |  |  |  |  |  |
| Do you have a method to share information with staff, clients, patients, community members? |  |  |  |  |  |  |  |  |  |  |  |
| Do you have a system or process to identify people with access and functional needs/disabilities/homebound to provide support (e.g., food, toiletries, welfare checks)? |  |  |  |  |  |  |  |  |  |  |  |

| **Hospitals** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| The hospital provides education and training to staff on infection control procedures, personal protective equipment (PPE), exposure prophylaxis and family/dependent care options. |  |  |  |
| The hospital has a plan for establishing alternate care sites on the property and/or in the community. |  |  |  |
| The process to request critical supplies from the standard distributor and/or regional/state sources is documented in the hospital’s EOP. |  |  |  |
| The hospital has a plan for administration of vaccine and/or antiviral medications during the pandemic, when the medications are available. |  |  |  |
| The hospital has policies and procedures to monitor staff and volunteers for COVID-19 like symptoms, removing ill staff from work and return to work. |  |  |  |
| **Response and Recovery** | | | |
| The hospital regularly (daily) monitors usage of PPE during pandemic events, allocates and rations PPE to essential personnel, and has procedures to procure additional supplies during the pandemic and maintains safe levels to sustain operations. |  |  |  |
| The hospital shares operational information on census, staffing, capabilities and shortfalls with local, regional and state partners on a regular basis during the event. |  |  |  |
| The hospital participates in the local Joint Information System in the development and distribution of coordinated and consistent public information messages and media releases. |  |  |  |
| The hospital and the community have a plan to implement crisis (alternate) standards of care should the pandemic surge result in a lack of critical/life sustaining resources. |  |  |  |

| **Clinics** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| The clinic has a policy and/or procedure to educate patients, staff and visitors on the symptoms of COVID-19, infection control and personal protective measures, recommendations for home and self-care when symptomatic. |  |  |  |
| The clinic has a procedure for rapid notification of public health officials of persons under investigation for or suspected to have COVID-19 and transfer of that patient to higher level of care (if needed). |  |  |  |
| The clinic has developed plans and procedures to isolate infectious or symptomatic patients presenting to the clinic. |  |  |  |
| The clinic maintains a supply of and procedures for procurement of additional personal protective equipment for clinical and non-clinical staff during a pandemic. |  |  |  |
| The clinic has trained clinical and non-clinical staff in the appropriate use of personal protective equipment in accordance with regulatory standards. |  |  |  |
| The clinic has documented the policy and procedure to request supplies, equipment, personal and other resources from the Alaska State Emergency Operations Center. |  |  |  |
| **Response and Recovery** | | | |
| The clinic has procedures to register and track patients including symptoms, diagnosis and disposition; and to track patients referred to other sites for care, including hospitals, and alternate care sites. |  |  |  |
| The clinic can rapidly assess supplies and equipment inventories, including applicable personal protective equipment. |  |  |  |
| The facility tracks all costs related to the response, including supplies and equipment, manpower and lost revenue. |  |  |  |
| The clinic monitors employees for signs of illness and provides access to employee health services for prophylaxis and/or treatment. |  |  |  |
| The clinic provides ongoing communication and situational status information with employees. |  |  |  |

| **Long Term Care Facilities** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| A plan is in place for surveillance and detection of pandemic COVID-19/novel virus in patients and staff. |  |  |  |
| The facility has identified and met with other agencies and organizations that will be needed to assist in patient movement. |  |  |  |
| The facility has a communication plan to notify, maintain communications with and exchange appropriate information with response partners, including local health and emergency management authorities and public health. |  |  |  |
| The facility conducts education and training to all staff on infection control procedures, appropriate personal protective equipment (PPE) exposure prophylaxis and family / dependent care options. |  |  |  |
| The facility has developed an infection control and isolation plan that addresses the management of patients, visitors and staff in a pandemic event. |  |  |  |
| The facility has trained staff on their roles and responsibilities in a pandemic. |  |  |  |
| The facility has developed plans to rapidly share situational information with patients, visitors and staff. |  |  |  |
| The facility has a plan to limit or restrict visitors from entering the facility to protect patients and staff. |  |  |  |
| **Response and Recovery** | | | |
| The facility tracks all patients with influenza symptoms and/or COVID-19 diagnosis. |  |  |  |
| The facility has a plan to cohort infected/diagnosed patients in a common area and assign specific staff to their care. |  |  |  |
| The facility implements infection control procedures, including isolation of infectious patients. |  |  |  |
| The facility monitors employees for signs of illness and provides access to employee health services for prophylaxis and/or treatment. |  |  |  |
| The facility ensures the distribution and use of appropriate personal protective equipment to employees with patient care contact. |  |  |  |
| The facility assesses supplies and equipment, including personal protective equipment, on an ongoing basis, in order to maintain operations. |  |  |  |
| The facility provides ongoing communication and situational status information with employees. |  |  |  |
| The facility tracks all event related expenses, including supplies and equipment, manpower and lost revenue. |  |  |  |

| **EMS Providers / Transport Agencies** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| The EMS/Transport Agency provides education and training to staff on infection control procedures, personal protective equipment, isolation/quarantine, and family /dependent care options. |  |  |  |
| The EMS/Transport Agency has procedures that outline the reporting and communication channels with public health to receive current guidance on infection control procedures, surveillance, case definitions and other health alerts. |  |  |  |
| The EMS/Transport Agency has developed infection control and vehicle disinfection procedures for the transport of symptomatic or infectious patients. |  |  |  |
| The provider has incorporated the county directives for crisis care into their emergency operations plan and policy manuals. |  |  |  |
| **Response and Recovery** | | | |
| The EMS/Transport Agency Dispatch has a protocol to screen callers needing assistance for symptoms of COVID-19 and alerting the responding provider to take PPE precautions. |  |  |  |
| The EMS/Transport Agency monitors employees for signs of illness and provides access to employee health services. |  |  |  |
| The EMS/Transport Agency maintains a supply of and procedures for procurement of additional personal protective equipment for clinical and non-clinical staff during a pandemic. |  |  |  |
| The EMS/Transport Agency has procedures to rapidly disseminate information to staff and patients. |  |  |  |

| **Law Enforcement** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| The department has determined the role of law enforcement in a pandemic event. |  |  |  |
| The department actively participates in community wide pandemic planning with the local emergency response partners and healthcare facilities. |  |  |  |
| The department conducts education and training to all staff on infection control procedures, appropriate personal protective equipment, exposure prophylaxis and family / dependent care options. |  |  |  |
| The department has trained staff on their roles and responsibilities in a pandemic. |  |  |  |
| The department has developed plans to rapidly share situational information with employees and their families. |  |  |  |
| The department has identified non-essential services that can be suspended to increase staff and ensure public safety. |  |  |  |
| The department has developed a plan to assess and track all prisoners with complaints or diagnosis of novel virus. |  |  |  |
| **Response and Recovery** | | | |
| The department /agency implements infection control procedures, including isolation of infectious persons. |  |  |  |
| The department /agency assesses supplies and equipment, including personal protective equipment, on an ongoing basis, in order to maintain operations. |  |  |  |
| The department /agency provides ongoing communication and situational status information with employees. |  |  |  |
| The department / agency tracks all event related expenses, including supplies and equipment, manpower and lost revenue. |  |  |  |
| The department implements changes in shifts and staffing to maintain services in the event of 20%-30% illness in personnel. |  |  |  |

| **Community Organizations / Community-Based Organizations (CBOs)** | Status | | |
| --- | --- | --- | --- |
| Complete  Maintain | In Progress | Not Started |
| **Mitigation and Preparedness** | | | |
| The CBO had determined the role(s) and services for the organization in the local response to a pandemic event. |  |  |  |
| The CBO has evaluated the services provided to determine essential services to be maintained and non-essential services to be suspended when demands exceed manpower capacity. |  |  |  |
| The CBO provides education and training to all staff on infection control procedures, appropriate personal protective equipment, exposure prophylaxis and family / dependent care options. |  |  |  |
| The CBO has developed plans to consolidate services and share resources, including staff, with partner agencies. |  |  |  |
| The CBO has trained staff on their roles and responsibilities in a pandemic. |  |  |  |
| The CBO has developed plans to rapidly share situational information with employees and their families. |  |  |  |
| The CBO works with local health department and emergency management authorities in developing and disseminating coordinated communication and public education messages to stakeholders. |  |  |  |
| **Response and Recovery** | | | |
| The CBO participates in local / county incident action planning for coordination of services and response. |  |  |  |
| (when applicable) The CBO ensures the distribution and use of appropriate personal protective equipment to employees with patient care contact. |  |  |  |
| The CBO assesses supplies and equipment, including personal protective equipment, on an ongoing basis, in order to maintain operations. |  |  |  |
| The CBO provides ongoing communication and situational status information with employees. |  |  |  |
| The CBO tracks all event related expenses, including supplies and equipment, manpower and lost revenue. |  |  |  |