

OPERATIONAL READINESS: LONG TERM CARE REOPENING CHECKLIST

General manager checklist to prepare your community to safely and successfully fully resume operations.

Reference the **!** symbol for your most critical reopening actions.

Planning Assessment

☐ Take inventory of which resident rooms, wings, floors and/or public spaces (dining, recreation, therapy, etc.) have been closed



☐ Ensure you have the recommended cleaning products and tools (Y/N)

! Y / N	EPA-approved disinfectant*	Y / N	Hand sanitizer (when soap and warm water is unavailable)
Y / N	Bathroom disinfectant cleaner*	Y / N	Laundry detergent & destainers
Y / N	Odor control	Y / N	Equipment & Tools
Y / N	Floor cleaner	Y / N	Food contact sanitizer
Y / N	Hand soap	Y / N	Non-food contact disinfectant (for kitchen staff use)
Y / N	Mops, broom, microfiber cloths and other tools	Y / N	Sporicidal cleaner



* Ensure an EPA-approved disinfectant for use against Covid-19 is readily available. Refer to [List N](#) for approved products to use against SARS-CoV-2.

☐ Take inventory of your PPE (Y/N)

Refer to SDS guidance for all products in use and follow local/federal public health authorities to understand the full scope of PPE required.



Y / N	Mask (as advised by public health authority or corporate authority)	Y / N	GHS
Y / N	Disposable gloves	Y / N	SDS station
Y / N	Goggles	Y / N	Thermometer
Y / N	First aid kit		

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Preparing Chemistry & Equipment



Chemistry Reminders

- Do not mix chemicals with anything but water.
- Only add chemicals to water, but never add water to chemicals.
- Always use adequate ventilation.
- Follow label directions, including PPE guidance, and only use chemicals for their intended application and use area.
- If able, check your expiration dates and properly discard of expired products according to the label and local regulations.
- Store chemicals in properly labeled containers.



If Food Service Operation has been Temporarily Closed

- If dishmachine was disassembled prior to close, reassemble machine. Once assembled, power on dishmachine.
- If deliming is part of your routine, delime machine prior to reopening. If turned off, turn power back on to chemistry dispensers.
- Run test rack through dishmachine and ensure it is working properly. If a high temperature dishmachine ensure you are reaching required temperature, if a low temperature dishmachine ensure that it's testing for the correct PPM.
- ! ○ Empty all spray bottles and fill with fresh chemistry. Ensure that both water and chemistry are flowing to the spray bottle. Run test rack through dishmachine.
- Check that refrigerator is at 41F° or less and freezers are at 10F° or less.
- ! ○ Check for hand washing sinks to be clean and stocked with soap, a drying device (towel or dryer), a hand washing wall chart, and a trash receptacle.
- Check to ensure water is reaching 100F° at hand washing sinks and 110F° at 3 comp sinks.
- Ensure that you have completed corrective actions from your last health inspection prior to reopening.
- Ensure you have all required documentation available.



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Preparing Chemistry & Equipment



If Food Service Operation has been Temporarily Closed

- Check under and behind kitchen equipment for signs of pest activity (cockroach, mice, small flies, etc.).



Public Spaces



- Empty all spray bottles and fill with fresh chemistry. Ensure that both water and chemistry are flowing to the spray bottle.
- Check and refill hand sanitizer stations.
- Check and refill air freshener dispensers.



Pool & Spas

- Prior to reopening the pool, follow startup procedures and perform a shock chlorination if not include as part of the start-up procedure. Chlorine shock will not be needed for all pools. **Do not** allow anyone to use the pool until the water chemistry is within normal operating limits and stabilized.
- Prior to reopening the spa, follow startup procedures and perform a shock chlorination if not included as part of the start-up procedure. Chlorine shock will not be need for all spas. **Do not** allow anyone to use the spas until the water chemistry is within normal operating limits and stabilized.
- Do not allow anyone to use the pool or spa until the water chemistry is within normal operating limits and stabilized.
- NOTE - If the pool and/or spa was shut down for an extended period, backwash the filters and change the media. Monitor turbidity and free residual chlorine after start-up.
- Resume daily process for titrations and pool safety checks as local municipal codes dictate.



Water Softening

- If property has been running water throughout the facility during shut down then no action needed.



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Preparing Chemistry & Equipment



Water Softening

- If the property has been closed for less than 4 weeks, force the softener into regeneration (both tanks) before returning to service.
- If the property has been closed for more than 4 weeks, follow the *BWA/Disaster Recovery Procedure*.



Domestic Water Systems

- Exact procedures will largely depend on your facility's domestic water system activities while it's been shut down. Discuss with your Nalco Water Representative & Safety Specialist for more information. You may also contact watersafetyinquiry@ecolab.com for more information.



Cooling Tower Systems (applicable for larger buildings)

- Exact procedures will largely depend on your facility's cooling tower system activities while it's been shut down. Therefore discuss with your Nalco Water Representative for more information. You may also contact watersafetyinquiry@ecolab.com for more information.



Preparing Long Term Care Facility



If any Resident Rooms have been closed



- Clean and disinfect all hard, non-porous surfaces following Long Term Care Reopening Procedures.
- Check grout lines in showers and treat with destainer to remove discoloration from mold and mildew.
- Vacuum carpet and chairs of debris.
- Use odor control product with odor counteractants to counteract any musty odors from closed rooms.



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Preparing Long Term Care Facility



If any Resident Rooms have been closed

- Return the rooms to normal temperatures.
- Inspect seams and tufts of upper corners of mattresses for signs of bed bug activity.
- Consider using approved mattress encasements to provide healthy environment, protect mattress, and prevent bed bug harborages.



Lobbies & Visitor Check-In



- Disinfect all surfaces following Long Term Care Reopening Procedures.
- Disinfection of surfaces should occur multiple times per day once reopened (Important for the residents and visitors to see cleaning in action).
- Set up lobbies with hand sanitizer stands when warm water is not available.



- Have a multi-purpose disinfectant available at front desk for use by staff and single use cloths or paper towels.
- Refer to CDC recommendations and set up visitor screening process.



Public Spaces (workout rooms, salons, restrooms, common spaces and others)



- Disinfect all hard, non-porous surfaces and equipment following Long Term Care Reopening Procedures including public restrooms, pools, visitor areas, and common spaces.
- If available, set up hand sanitizer stands in busy public spaces when warm water is not available.



- Provide multi-purpose disinfectant and single use cloth or paper towels in spaces where resident or non-housekeeping personnel are responsible.
- Set up cleaning cadence process for these public spaces.

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Preparing Long Term Care Facility

☐ Food Service Front and Back of House

- Go through all food and perishables to check expiration dates and ensure food safety.
- ! ○ Disinfect all hard, non-porous surfaces and clean out all freezers and fridge spaces before beginning to refill.
- Assess cleanliness and disinfect all hard, non-porous surfaces following the Long Term Care Reopening Procedures.
- Inspect cracks and crevices and areas behind kitchen equipment for signs of pest activity.
- Check food storage areas and exterior entrances for signs of pest activity.
- Clean floor drains to prevent small fly breeding.



☐ Pools

- ! ○ Disinfect all hard, non-porous surfaces and equipment following Long Term Care Reopening Procedures.
- Raise heater and chlorine set points, if adjusted before shut down.
- Replace pool linens.



☐ Miscellaneous

- Follow the *Ice Machine Recommissioning Recommendations* to clean and sanitize prior to use.
- ! ○ Wipe down and disinfect all hard, non-porous surfaces vending machine and drinking fountains.
- Follow routine maintenance of HVAC systems (e.g. change filters, AC inspections) as guided by public health authorities. Refer to your equipment provider for additional guidance.



☐ Pest Management Services

- Restart regular interior pest service as soon as it's safe for vendors to enter the facility.

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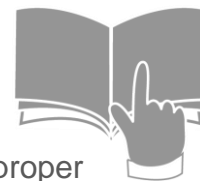
Refining your Processes and Procedures



Build out your Training & Compliance Plan



- Build out your new hire and current staff training program focused around proper disinfection procedures.
- Leverage Long Term Care Reopening Procedures as provided by your ProGuard representatives and the CMS Guidance for best practices and procedures.
- Build out new cleaning regimen and routine for public space and lobby cleaning referencing CDC Long Term Care resources.
- !
 - Build out and train on Hand Hygiene Protocols. Encourage residents to follow Hand Hygiene best practices.
 - Create a process to communicate your new cleanliness standards and practices to your residents and visitors.



Always follow local guidance when reopening your facility, including guidance on social distancing and other measures to lessen the spread of Covid-19.

For more information contact your ProGuard representative at 866.444.7450