February __, 2020

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VIA ELECTRONIC MAIL: _____

RE: Information Request regarding Coronavirus Disease 2019 (COVID-19)

Dear _____:

In order to effectively represent the members of the National Union of Healthcare Workers ("Union") and ensure safe working conditions for NUHW's members, the Union hereby requests the information detailed below regarding the hospital's plans, protocols, trainings and other preparations for the Coronavirus Disease 2019 (COVID-19). Whenever possible, please provide the information in electronic form via e-mail or CDs. NUHW reserves the right to make additional requests in the future. Please send the information to the following address:

_____
National Union of Healthcare Workers
1250 45th Street, Suite 200
Emeryville, CA 94608

Via e-mail: _____

1. Documentation of your facility's completion of the CDC's Coronavirus Disease 2019 (COVID-19) Hospital Preparedness Assessment Tool,[1] including any and all documentation or records associated with each of the elements of preparedness as defined by the CDC:

   Infection prevention and control policies, including the hospital's plan and schedule for providing training to NUHW's members.

   Policy and process for rapidly identifying and isolating patients with confirmed or suspected COVID-19.

   The hospital's patient-placement plans, including confirming the number and location of Airborne Infection Isolation Rooms (AIIRs) available in the facility. AIIRs should have been tested for effectiveness (e.g., sufficient air exchanges, negative pressure, exhaust handling) within the last month and should be checked for negative pressure before occupancy.

[1] https://www.cdc.gov/coronavirus/2019-ncov/downloads/hospital-preparedness-checklist.pdf

Transmission-Based Precautions (Standard, Contact, Airborne Precautions plus eye protection for patients with confirmed or suspected COVID-19 cases).

    i.   This includes adequate supplies of personal protective equipment (PPE) and other infection-prevention and infection-control supplies (e.g., hand hygiene supplies) that would be used for the protection of healthcare personnel (HCP) and all other staff and source control for infected patients (e.g., facemask for the patient).

    ii.   All employees will have access to respiratory protection equipment for which they have been fit-tested and medically cleared to wear. According to the CDC, this includes "respiratory protection (i.e., a respirator) that is at least as protective as a fit-tested NIOSH-certified disposable N95 filtering facepiece respirator."[2]

    iii.   Ensure that all employees are "educated, trained, and have practiced the appropriate use of PPE prior to caring for a patient, including attention to correct use of PPE and prevention of contamination of clothing, skin, and environment during the process of removing such equipment."[3]

Movement of patients with confirmed or suspected COVID-19 within the facility to protect healthcare personnel and all other employees, including special training for HCP involved in transporting patients.

Hand hygiene.

Environmental cleaning including PPE and training for all environmental service employees, including training on any new cleaning products to be employed by the hospital.

Monitoring and managing all healthcare personnel and other employees, including exposure-tracking procedures as well as employees' access to medical consultation.

Visitor access and movement within the facility including screening protocol for all visitors to the facility.

Regular monitoring of the situation on CDC's coronavirus disease (COVID-19) web page.

[2] https://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html
[3] https://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html

2. Documentation of your communications plan to report information to employees, public health authorities and NUHW. According to the CDC, facilities should "implement mechanisms and policies that promptly alert key facility staff including infection control, healthcare epidemiology, facility leadership, occupational health, clinical laboratory, and frontline staff about known or suspected COVID-19 patients" and "promptly notify state or local public health authorities of patients with known or suspected COVID-19." [4]

I look forward to your response.

Sincerely,

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[4] https://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html