

Staffing Strategies

Background: Stay informed about the local COVID-19 situation. Know where to turn for reliable, up-to-date information in your local community. Monitor the CDC COVID-19 website and your state and local health department websites for the latest information.

- Develop, or review, your facility's emergency plan. A COVID-19 outbreak in your community could lead to staff absenteeism. Prepare alternative staffing plans as you would as part of your normal emergency plan to ensure as many of your facility's staff are available as possible.
- Ensure the EVS leader is involved in any and all daily facility briefings related to COVID-19. Information provided at these briefing can help with staffing plans.

Alternative Staffing Ideas

- Where facilities have postponed elective surgeries, utilization of EVS staff normally dedicated to peri-operative, ambulatory surgery or other procedural areas can be redirected to daily occupied patient rooms and discharge room cleaning.
- Revisit schedule staffing around highest discharge times.
- Decrease or eliminate office cleaning schedules and divert that workforce to support inpatient areas. Provide disinfectant wipes for the office members.
- Track all the hours used to support coverage needs related to COVID-19. It may come in handy especially if there is a need to provide supporting evidence on dollar impact that COVID had on the facility. Track both labor and supply expenses related to the crisis which undoubtedly will impact budgets in a variety of ways.
- To conserve PPE, utilize a limited group that will only clean COVID-19 or Isolation rooms.
- Reduce frequency of floor buffing to limit floor dust from being put in the air and divert floor care labor to disinfecting public areas (lobbies, restrooms, waiting areas).
- Reduce cleaning in areas that may have reduced volumes or are closed (such as Dietary space if they are closed or Accounting where they may be working from home).
- Use this labor in caring for Clinical Space:
 - If outside clinics have closed, shift that labor back to the hospital and use for caring for Clinical Space and high touch spaces in Public areas.
 - Work with nursing to have a nursing assistant / CAN do that afternoon/evening cleaning or trash pulling while they are already in the room, which will reduce PPE use.