Public Health
Seattle & King County

Updated 3/6/2020: COVID-19 Preparedness Planning Guide

Objective:

Create and implement a COVID-19 preparation and response plan to protect the clients and employees of your organization.

Issues:
- Reduced staffing for a prolonged period due to staff illness
  - What are the core functions of your agency?
    - Can these continue with reduced staff and resources?
    - Can you cross train staff to help maintain the core functions?
  - What services might be suspended during a prolonged outbreak?
  - How might service hours be impacted?
  - How will you communicate these changes to your clients?
- Extra supplies – purchase and storage
- Creating Isolation areas – how to separate sick people from healthy ones
- Networking with partner agencies and volunteers
- Can employees work from home or other isolated sites?
- Update sick and medical leave policies to encourage self-quarantine in times of emergency?
- Time is of the essence – have gear and policies in place before an outbreak
- Encourage staff to have a personal plan

Sign-up for the Community Communications Network:

- The Community Communications Network (CCN) is designed to improve Public Health's ability to outreach to vulnerable communities during an emergency.
- The CCN includes more than 600 agencies and community leaders and provides after hours contact information for the majority.
- In a crisis, Public Health will use the CCN to contact agencies that provide services to vulnerable populations who may not have access to traditional communication channels.
- Community agencies pass this information to the vulnerable populations that they serve.
- For more information or to sign-up go to the [Community Communication Network Page](#)

Resources

- Public Health –Seattle & King County:
  - [Novel Coronavirus (COVID-19)](#)
  - [Sanitation and Hygiene Guidance for Homeless Service Providers](#)
  - [Preparedness Resources for the Community](#)
- WA State Dept of Health: https://www.doh.wa.gov/Emergencies/Coronavirus
- Healthcare for the Homeless Network (HCHN): [HCHN Homepage](#)