**OUTBREAK PLANNING CHECKLIST**

**FOR**

**BLOOD COLLECTION CENTERS AND TRANSFUSION SERVICES**

**Updated for COVID-19 OUTBREAK, March 2020**

* In the event of an infectious disease outbreak (i.e. influenza, coronavirus), blood centers and transfusion services must have robust strategies to help protect the health and safety of both staff and donors. Planning and preparation are critical to limit the potential negative impact of COVID-19 on health care and the blood supply. Effective communication, current information, and education are key to successful strategies.

***Flexibility and adaptability will be most important.***

To assist blood collection facilities and transfusion services, AABB has updated the documents first posted in 2009 by [AABB Interorganizational Task Force on Pandemic Influenza and the Blood Supply](http://www.aabb.org/programs/disasterresponse/Pages/taskforcepibs.aspx). This checklist

* provides a comprehensive list of specific steps to consider when planning for an outbreak.
* follows the model of the 2009 [Blood Collection Facility and Transfusion Service Pandemic Influenza Planning Checklist Version 2.0](http://www.aabb.org/programs/disasterresponse/Documents/pichecklist.pdf) and [Pandemic Influenza Issues Outline Version 2.0](http://www.aabb.org/programs/disasterresponse/Documents/pioutline.pdf).
* includes many steps that will also help in other emergency situations including preparedness for annual influenza activity –

A decision to implement ths checklist and/or modify specific steps will depend on:

* the rate at which the virus spreads from person to person and
* the severity of clinical illness for those who become infected.

AABB encourages blood centers and transfusion services to also review the:

* [CDC Coronavirus Disease 2019 (COVID-19) Hospital Preparedness Assessment Tool](https://www.cdc.gov/coronavirus/2019-ncov/downloads/hospital-preparedness-checklist.pdf),
* [European Centre for Disease Prevention and Control Rapid risk assessment: Outbreak of novel coronavirus disease 2019 (COVID-19): increased transmission globally-fifth update](https://www.ecdc.europa.eu/en/publications-data/rapid-risk-assessment-outbreak-novel-coronavirus-disease-2019-covid-19-increased), March 2, 2020 and
* [U.S. Department of Health and Human Services (HHS) COVID-19 Healthcare Planning Checklist](https://www.phe.gov/Preparedness/COVID19/Documents/COVID-19%20Healthcare%20Planning%20Checklist.pdf).

**Additional information on the outbreak:**

* [Johns Hopkins Whiting School of Engineering-Mapping 2019-nCoV](https://systems.jhu.edu/research/public-health/ncov/)
* [World Health Organization (WHO) Coronavirus Disease (COVID-2019) Situation Reports](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports)
* [ECDC Outbreak of novel coronavirus disease 2019 (COVID-19): increased transmission globally – fifth update](https://www.ecdc.europa.eu/en/publications-data/rapid-risk-assessment-outbreak-novel-coronavirus-disease-2019-covid-19-increased) – March 2, 2020
* [Food and Drug Administration (FDA) 2019 Emergency Use Authorizations](https://www.fda.gov/medical-devices/emergency-situations-medical-devices/emergency-use-authorizations?utm_campaign=2020-03-03%20CDRH%20New&utm_medium=email&utm_source=Eloqua#coronavirus2019)

**Centers for Disease Control and Prevention (CDC) Resources:**

* [Coronavirus Disease 2019 (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
* [Travel Health Notices](https://wwwnc.cdc.gov/travel/notices)
* [Coronavirus Disease 2019 Information for Travel](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)
* [Infection Control Recommendations for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Finfection-control.html)
* [Locations with Confirmed COVID-19 Cases - Global Map](https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html#map)

* [Coronavirus Disease 2019 (COVID-19) Hospital Preparedness Assessment Tool](https://www.cdc.gov/coronavirus/2019-ncov/downloads/hospital-preparedness-checklist.pdf)
* [Information for Healthcare Professionals](https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html)
* [Information for Laboratories](https://www.cdc.gov/coronavirus/2019-ncov/lab/index.html)

**Health and Human Services (HHS) Planning Checklist:**

* [U.S. Department of Health and Human Services COVID-19 Healthcare Planning Checklist](https://www.phe.gov/Preparedness/COVID19/Documents/COVID-19%20Healthcare%20Planning%20Checklist.pdf)

**AABB**

* [Impact of the 2019 Novel Coronavirus on Blood Donation](http://www.aabb.org/advocacy/regulatorygovernment/Documents/Impact-of-2019-Novel-Coronavirus-on-Blood-Donation.pdf) – Updated by AABB’s Transfusion Transmitted Diseases Committee
* [AABB’s Optional Resources (Toolkit) for FDA’s Communication to Blood Establishments Regarding the COVID-19 Outbreak - February 2020](http://www.aabb.org/advocacy/regulatorygovernment/Docs/COIVD-19-Toolkit.docx) (MS Word)
* [COVID-19 Resources](http://www.aabb.org/advocacy/regulatorygovernment/Documents/COVID-19-Resources.pdf)

**CHECKLIST**

**YOU MAY CONSIDER THE FOLLOWING OPTIONS AS YOU DEVELOP STRATEGIES AND POLICIES TO ADDRESS THE IMPACT OF COVID-19:**

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| **Plan for the Impact of an Outbreak on Your Business** |
| **1.0 Operational Risk Planning** |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **1.1** | Identify an outbreak coordinator and/or team with defined roles/responsibilities for preparedness and response planning.Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | [ ]  | [ ]  | [ ]  |  | [ ]  |  |
| **1.2** | Develop a written plan to address all of the elements contained within this checklist, including anorganizational chart delineating lines of authority.**AABB 32nd ed BBTS:**1.4 Operational Continuity1.5 Emergency Preparedness |[ ] [ ] [ ]   |[ ]   |
| **1.3** | Review current disaster plan, including an overall assessment of the critical infrastructure of the facility. |[ ] [ ] [ ]   |[ ]   |
| **1.4** | Identify essential employees and other critical inputs required to maintain business operations by location and function during an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **1.5** | Develop a written plan for staff training including individual roles and responsibilities during implementation of the outbreak plan. |[ ] [ ] [ ]   |[ ]   |
| **1.6** | Identify information technology challenges and plans for increased support to accommodate changes and validation to your Blood Establishment Computer System including changes to donor eligibility criteria, medication deferrals and donor education materials. |[ ] [ ] [ ]   |[ ]   |
| **1.7** | Monitor CDC website for surveillance and detection of the outbreak infection in the population served |[ ] [ ] [ ]   |[ ]   |
| **1.8** | Monitor most recent information issued by HHS, FDA, CDC, WHO, and the AABB COVID-19 Resources webpage. |[ ] [ ] [ ]   |[ ]   |
| **1.9** | Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **1.10** | Conduct an exercise/drill to test your plan at least annually. Revise the plan as appropriate. |[ ] [ ] [ ]   |[ ]   |
| **1.11** | Determine the potential impact of an outbreak onfacility’s financials using multiple possible scenarios that affect different product lines and/or production sites. |[ ] [ ] [ ]   |[ ]   |
| **1.12** | Determine the potential impact of an outbreak on business-related domestic/international travel and shipping. |[ ] [ ] [ ]   |[ ]   |
| **1.13** | Establish infection control policies for the prevention of the spread of the outbreak infection at the worksite. |[ ] [ ] [ ]   |[ ]   |
| **1.14** | Establish policies for restriction of travel to affectedgeographic areas, evacuation of employees, and return of employees from affected areas. |[ ] [ ] [ ]   |[ ]   |
| **1.15** | Set up authorities, triggers, and procedures for activating and terminating the facility’s response plan. |[ ] [ ] [ ]   |[ ]   |
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| **2.0 Communications Planning** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **2.1** | Review your disaster communications plan before emergency and revise periodically. This plan should address internal and external communications. |[ ] [ ] [ ]   |[ ]   |
| **2.2** | Identify key contacts (with back-ups) and chain of communications (including employees, suppliers and customers). |[ ] [ ] [ ]   |[ ]   |
| **2.3** | Identify a media point person and alternative(s). |[ ] [ ] [ ]   |[ ]   |
| **2.4** | Develop and communicate staff education on outbreak. |[ ] [ ] [ ]   |[ ]   |
| **2.5** | Develop communication plans regarding the outbreak structured for a variety of audiences (donors, donor sponsors, collections staff, hospital administrators, Board of Directors |[ ] [ ] [ ]   |[ ]   |
| **2.6** | Develop posters/handouts/web messaging appropriate to events associated with the outbreak. |[ ] [ ] [ ]   |[ ]   |
| **2.7** | Ensure that public messaging is consistent with FDA and CDC messaging and is tailored as necessary for appropriate audiences.  |[ ] [ ] [ ]   |[ ]   |
| **2.8** | Communicate plans for staff and product entry during times of restricted access. |[ ] [ ] [ ]   |[ ]   |
| **2.9** | Develop or identify platforms (cell phone, text, email, fax) for communicating outbreak status and actions to employees, suppliers, customers, vendors, donors and customers. |[ ] [ ] [ ]   |[ ]   |
| **2.10** | Identify a process for tracking communications with employees, suppliers and customers. |[ ] [ ] [ ]   |[ ]   |
| **2.11** | Disseminate information and educate employees about your facility’s outbreak preparedness and response plan. |[ ] [ ] [ ]   |[ ]   |
| **2.12** | Develop and disseminate to employees outbreak training, programs/materials covering outbreak fundamentals, personal and family protection, and response. Strategies including preparation for at-home care of ill employees/family members. (Ensure that communications are culturally and linguistically appropriate.) |[ ] [ ] [ ]   |[ ]   |
| **2.13** | Establish a communication mechanism with the AABB Disaster Task Force. |[ ] [ ] [ ]   |[ ]   |
| **2.14** | Monitor communications and messages when issued by the AABB Disaster Task Force.  |[ ] [ ] [ ]   |[ ]   |
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| **3.0 Staff Considerations** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **3.1** | Establish policies for employee compensation and sick-leave absences unique to an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **3.2** | Provide sufficient and accessible infection control supplies in all business locations. These should initially emphasize hand hygiene and appropriate disinfection procedures. |[ ] [ ] [ ]   |[ ]   |
| **3.3** | Plan for appropriate availability of personal protective equipment (PPE).  |[ ] [ ] [ ]   |[ ]   |
| **3.4** | Train staff on the appropriate fit and use of PPEs. |[ ] [ ] [ ]   |[ ]   |
| **3.5** | Establish policies for employees who have been exposed to the outbreak infection, are suspected to be ill, or become ill at the worksite. |[ ] [ ] [ ]   |[ ]   |
| **3.6** | Implement guidelines as appropriate to reduce the frequency and type of face-to-face contact among employees and customers. |[ ] [ ] [ ]   |[ ]   |
| **3.7** | Establish policies for flexible work hours and alternate worksites where feasible. |[ ] [ ] [ ]   |[ ]   |
| **3.8** | Plan for a high percentage of absentee rates over a possible three to four-month timeframe. Fear will also impact rates of absenteeism. |[ ] [ ] [ ]   |[ ]   |
| **3.9** | Cross-train staff to perform critical functions. |[ ] [ ] [ ]   |[ ]   |
| **3.10** | Document that cross-trained staff are competent, have the educational background, training, and experience, including professional training as necessary, or combination thereof, to assure the performance of their assigned functions. |[ ] [ ] [ ]   |[ ]   |
| **3.11** | Train and prepare an ancillary workforce (e.g., contractors, other employees, retirees) including documentation as provided in 3.10 above. |[ ] [ ] [ ]   |[ ]   |
| **3.12** | Educate staff on infection control processes andthe nature and epidemiology of the outbreak infection. |[ ] [ ] [ ]   |[ ]   |
| **3.13** | Encourage and track employee vaccination (both annual influenza and outbreak). |[ ] [ ] [ ]   |[ ]   |
| **3.15** | Prioritize activities that may need to be suspended during an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **3.16** | Enhance communications and information technology infrastructures to support employee telecommuting and remote customer access. |[ ] [ ] [ ]   |[ ]   |
| **3.17** | Encourage staff to construct emergency supply stockpiles at home per HHS guidance and develop their own family care plans for dependents and seniors. |[ ] [ ] [ ]   |[ ]   |
| **3.18** | Evaluate employee access to and availability of health-care services during an outbreak andimprove services as required. |[ ] [ ] [ ]   |[ ]   |
| **3.19** | Identify employees and key customers withspecial needs and incorporate the requirements of such persons into your preparedness plan. |[ ] [ ] [ ]   |[ ]   |
| **3.20** | Ensure availability of medical consultation and advice for emergency response. |[ ] [ ] [ ]   |[ ]   |
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| **4.0 Facility Considerations** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **4.1** | Plan for facility entry checkpoints to screen donors and employees for signs and symptoms of the outbreak infection. |[ ] [ ] [ ]   |[ ]   |
| **4.2** | Evaluate the current disinfection process for all horizontal surfaces and determine if additional precautions need to be instituted. |[ ] [ ] [ ]   |[ ]   |
| **4.3** | Identify alternative fixed or mobile collection sites with adequate space to support “social distancing” and align with public health directives.  |[ ] [ ] [ ]   |[ ]   |
| **4.4** | Provide education and access to hand sanitizer for staff and donors. |[ ] [ ] [ ]   |[ ]   |
| **4.5** | Determine the configuration of donor waiting areas to provide separation for individuals waiting to donate. |[ ] [ ] [ ]   |[ ]   |
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| **5.0 Donor Center Considerations** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **5.1** | Review the AABB Disaster Operations Manual.  |[ ] [ ] [ ]   |[ ]   |
| **5.2** | Develop and distribute donor education about standard precautions for prevention of exposure and infection. |[ ] [ ] [ ]   |[ ]   |
| **5.3**  | Enhance inventory reporting and encourage hospital transfusion service to do the same to meet community needs. |[ ] [ ] [ ]   |[ ]   |
| **5.4** | Develop strategies to encourage donors to make and keep appointments during an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **5.5** | Plan with key blood drive sponsors for blood drives before an outbreak, emphasizing measures being used to maintain a “infection-safe” donation environment. |[ ] [ ] [ ]   |[ ]   |
| **5.6** | Develop strategies to sustain and reinforce collections of critical products through models of outbreak impact. |[ ] [ ] [ ]   |[ ]   |
| **5.7** | Develop a plan to increase collections to meet potential surge in demand following an outbreak as delayed medical procedures are rescheduled. |[ ] [ ] [ ]   |[ ]   |
| **5.8** | Maximize plasma collections with the intent to increase fresh frozen plasma inventories. |[ ] [ ] [ ]   |[ ]   |
| **5.9** | Managing collections and distribution to maximize inventory. |[ ] [ ] [ ]   |[ ]   |
| **5.10** | Consider the development of strategies to increase plateletpheresis collections, e.g. if the FDA allows for more permissive emergency collection frequency limits or a similar variance from established requirements.  |[ ] [ ] [ ]   |[ ]   |
| **5.11** | Consider a plan to increase or begin production of whole blood derived platelets |[ ] [ ] [ ]   |[ ]   |
| **5.12** | Review your post donation information policies to ensure they are adequate to addrees PDI regarding COVID-19Develop a process regarding receipt of and response to infection-related post-donation information. |[ ] [ ] [ ]   |[ ]   |
| **5.13** | Determine the need for quarantine, recall and consignee notification of components affected by post-donation information.  |[ ] [ ] [ ]   |[ ]   |
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| **6.0 Transfusion Service Considerations** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **6.1** | Develop a process to maintain awareness of FDA guidance, AABB task force guidance, and AABB standards on blood safety and availability in regard to an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **6.2** | Meet with hospital level Disaster Task Forces to develop a plan for cancellation or postponement of elective surgeries or procedures in the event of acute shortage. |[ ] [ ] [ ]   |[ ]   |
| **6.3** | Establish a plan for the triage of available bloodcomponents in the event of a profound shortage. |[ ] [ ] [ ]   |[ ]   |
| **6.4** | Ascertain from the blood supplier its plans for allocation and delivery of blood components in the event of acute shortages. |[ ] [ ] [ ]   |[ ]   |
| **6.5** | Identify key clinical services affected by reduced blood resources and establish a chain of notification by the transfusion service. |[ ] [ ] [ ]   |[ ]   |
| **6.6** | Develop a policy for the delivery of blood components to a location other than within the facility in the event of a facility lockdown. |[ ] [ ] [ ]   |[ ]   |
| **6.7** | Develop plans to adjust hospital blood inventory in preparation for and/or response to an outbreak. |[ ] [ ] [ ]   |[ ]   |
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| **7.0 Supply Chain Considerations** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | **Notes** |
| **7.1** | Conduct inventory of critical supplies and suppliers. |[ ] [ ] [ ]   |[ ]   |
| **7.2** | Develop strategies to address potential shortages of critical supplies. |[ ] [ ] [ ]   |[ ]   |
| **7.3** | Gather information from vendors regarding their plans for an infection outbreak. |[ ] [ ] [ ]   |[ ]   |
| **7.4** | Develop a plan for working with transportation companies in anticipation of the closure of borders and reduction of staff. |[ ] [ ] [ ]   |[ ]   |
| **7.5** | Involve transportation companies in the planning process. |[ ] [ ] [ ]   |[ ]   |
| **7.6** | Where necessary and feasible, plan to incrementally enhance inventories of critical supplies in appropriately regulated environments. |[ ] [ ] [ ]   |[ ]   |
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| **8.0 Local and State Public Health** |  |  |
| **TASKS** | **Not****Started** | **In****Progress** | **Completed** | **Owner** | **N/A** | Notes |
| **8.1** | Identify local, state, tribal and/or territorial government emergency operation centers (EOCs) and their key contact information and develop relations with them well in advance of an outbreak. |[ ] [ ] [ ]   |[ ]   |
| **8.2** | Share the facility’s outbreak preparedness plan with the EOC and state/local public health departments. |[ ] [ ] [ ]   |[ ]   |
| **8.3** | Contact state and local health departments to review disease and laboratory reporting to clarify reporting requirements and reporting mechanisms. |[ ] [ ] [ ]   |[ ]   |
| **8.4** | Coordinate with state and local authorities to ensure that blood drives are exempted from designation as public meetings or mass meetings if social distancing measures are instituted. Be prepared to describe employee/donor screeningprocedures and infection control procedures. |[ ] [ ] [ ]   |[ ]   |
| **8.5** | Coordinate with local and regional emergency management/public health authorities to ensure timely access to surveillance information and awareness of blood-related issues. |[ ] [ ] [ ]   |[ ]   |
| **8.6** | Collaborate with insurers, health plans, and major local health-care facilities to share your outbreak plans and understand their capabilities and plans. |[ ] [ ] [ ]   |[ ]   |
| **8.7** | Collaborate with state and local public health agencies and/or emergency responders to participate in their planning processes, share your plans, and understand their capabilities and plans. |[ ] [ ] [ ]   |[ ]   |
| **8.8** | Communicate with local and state public health agencies and/or emergency responders about the assets and/or services your facility could contribute to the community. |[ ] [ ] [ ]   |[ ]   |
| **8.9** | Enlist the support for blood collection from other businesses in your communities, chambers of commerce, and associations in case there is an identified blood shortage. |[ ] [ ] [ ]   |[ ]   |