

# Preparedness Checklist for Outbreaks and Pandemics

	Lead/Accountable Person	Date Assessed:	Date Assessed:	Date Assessed:	Date Assessed:
<b>1. Organizational Structure for Planning and Decision Making / Outbreak Response Team (ORT)</b>					
A planning team or an individual has been appointed specifically to address outbreak/pandemic preparedness.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
There is a chain of command for implementing the outbreak/pandemic plan.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A staff or a board person has been identified as the point of contact for questions/consultation on infection control issues and outbreak management.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff are aware of their roles/responsibilities during an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>2. Development of a Written Outbreak Plan</b>					
An outbreak plan is developed and staff are aware of the policies and procedures.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The plan describes the organizational structure (i.e., line of authority, function, and assignment of responsibility) that will be used to operationalize the plan.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
An exposure control plan is in place for protecting residents, staff, and visitors from respiratory or other infections.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable



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Services that will be maintained during an outbreak/pandemic have been identified. Services that could be reduced or curtailed have been identified.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Responsibility has been assigned for monitoring provincial and national public health advisories.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A screening process should be made available. Staff are responsible to self-screen prior to coming to work. All contractors, volunteers, visitors, family/support should be screened before entering resident areas.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A system has been created to regularly monitor the health of residents.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The home has a process for inter-facility transfers that includes notifying personnel and receiving homes about a resident's suspected or confirmed infection status.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A system is in place to report unusual cases of influenza like illness (ILI) and outbreak-related deaths to the Ministry of Health (MoH) or Public Health/ SHA.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home has developed criteria to determine where and how residents will be cared for in the event of an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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<b>3. A communication plan has been developed</b>					
The agency/home has developed procedures for handling requests for information from the media. These provisions are consistent with <i>The Health Information Protection Act</i> (HIPA).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Key public health points of contact for outbreak/pandemic have been identified (i.e., Medical Health Officer, MoH)		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home has a person for external communication. Use information from the MoH to ensure messages to the public are consistent. (Note: Outbreaks can only be declared by the Medical Health Officer, therefore communication must be planned in consultation with Public Health.)		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home's communication and coordination of their outbreak plan is carried out in conjunction with the MoH and the Public Health/SHA recommendations.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A list has been created of health care providers and entities (including family physicians, home care, physiotherapy, pharmacies, etc.) and their point of contact with whom the home anticipates will be necessary to maintain communication and coordination of care with during an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Up-to-date contact lists for staff and residents' families/next of kin or caregivers are being maintained.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A process for communicating updates and information regarding residents and agency activities is established.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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There is a communication process in place with physicians for urgent and ongoing care.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Signs are posted at all entrances indicating the situation, advising visitors of the potential risk of introducing illness to the facility, and any visiting restrictions (visitation should be discouraged in an outbreak, with exception to certain situations e.g., palliative residents, mental health situations).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Communication systems are being used as appropriate (e.g., website) to maintain communication with family members and visitors, external partners, and contracted providers.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>4. An education and training program has been deployed</b>					
To ensure that all personnel, external partners, and contracted providers understand the implications of, and the control measures for outbreak management.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A person has been designated as champion to coordinate education and training sessions in the agency/home including use of PPE and fit testing for N95 respirators, and to do audits as appropriate.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
All staff are receiving education, including employees that do not routinely care for residents but may need to do so during an outbreak/pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Education is being provided for volunteers, residents, resident council, and families.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The education and training material includes information on infection control measures to prevent the spread of illness, including information on measures that health care personnel should apply during care of residents.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Education and training material is consistent with provincial and national content (i.e., SASWH, SHA/MoH, Public Health Agency of Canada)		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>5. Informational Materials</b>					
Informational materials on the illness have been identified and are language and reading-level appropriate for residents and families. A plan is in place to obtain and disseminate these materials.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Information has been identified or developed to guide family members on infection control and care of residents during an outbreak.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>6. A plan has been developed for the management of resident areas in the event of an outbreak/pandemic, which covers the following issues:</b>					
A full walkthrough of the agency/home should be completed to ensure supplies are not overstocked in resident rooms and all areas are de-cluttered.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Surfaces are clutter free for easy cleaning and disinfecting.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Furniture is in good repair (e.g., no rips, not taped) and can be easily cleaned.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Damaged equipment is removed or repaired.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
If reusable equipment cannot be dedicated to a single resident, ensure there is a process in place for cleaning and disinfecting between residents.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>7. Plan for Personal Protective Equipment (PPE) and Additional Precautions</b>					
The plan includes education and training for staff & volunteers in proper use of PPE and additional precautions.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
When a N95 respirator will be used, training will be provided as appropriate and documented.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The recommendation is to cohort residents with an infectious illness, depending on the capacity/structure of the agency/home.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
If cohorting is not possible, separate residents who are particularly vulnerable to complications from infectious illness from residents with the illness.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Restrict residents with the infectious illness to their rooms if it does not cause the resident undue stress or agitation.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Screen all new admissions to the agency/ home during a pandemic or outbreak according to Public Health recommendations.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
To prevent the spread of infection, there should be methods considered to ensure recommended social distancing (two meters) in communal areas and dining rooms.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Advise volunteers that there may be restrictions to their involvement in the agency/home during the outbreak/pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Advise visitors that there may be restrictions in their access during the outbreak/pandemic.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Supplies and resources for hand hygiene: <ul style="list-style-type: none"> <li>Alcohol-based hand rub for hand hygiene is available in every resident room (ideally both inside and outside of the room) and other resident care and common areas e.g., dining room, therapy room</li> </ul>		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<ul style="list-style-type: none"> <li>Sinks are well-stocked with soap and paper towels for hand washing.</li> <li>Hand hygiene training provided to staff, contractors and visitors.</li> </ul>		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Home provides tissues, face masks and hand rub near entrances and in common areas with no-touch waste receptacles for disposal.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Signs are posted immediately outside of resident rooms indicating appropriate Infection Prevention and Control precautions and required personal protective equipment (PPE).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Necessary PPE is available immediately outside of the resident room and in other areas where resident care is provided. For residents requiring Additional Precautions, and therefore, additional PPE, it is recommended that a PPE cart be used in the hall outside the room.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Home should have supplies of facemasks, respirators (if available and the facility has a respiratory protection program with trained, medically cleared, and fit-tested staff), gowns, gloves, and eye protection (i.e., face shield or goggles).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Trash disposal bins should be positioned near the exit inside of the resident room to make it easy for staff to discard PPE when leaving the room.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Home ensures staff have access to EPA-registered hospital-grade disinfectants to allow for frequent cleaning of high-touch surfaces and shared resident care equipment (properly diluted bleach is an acceptable disinfectant if the surface is cleaned properly first).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable



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<b>8. Human resources planning</b> is key to maintaining services during a pandemic. During a pandemic, the agency/organization is likely to experience staff shortages and may have to take extraordinary measures to continue to provide care for residents.					
A plan should be in place for managing staff shortages within the home/facility due to illness among staff or their family members. (Keep in mind that cohorting of staff to ill residents may be necessary.)		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The minimum number and classification of staff and other personnel necessary to sustain services for a given number of residents on a day -to-day basis have been determined. Cross-training (where applicable) has been implemented.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff break rooms are in designated areas. (No food and drink at nursing stations.) Break rooms are regularly cleaned.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Contingency staffing plans have been developed, keeping in mind that there may be a need to cohort staff e.g., cannot 'borrow' from another facility, family members may be restricted.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home's sick leave policy should address procedures that will be followed for staff who become ill at work, and when personnel may return to work after recovering from the illness.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home has a policy to address work refusal.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
There is a system in place for evaluating symptomatic personnel before they report for duty.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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Priorities for providing care, environmental services, and dietary services, have been established.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Mental health and faith-based resources have been identified who are available to provide counselling to personnel during a pandemic/outbreak if required. Insert Contact Information: _____		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The management of personnel who are at increased risk for infectious illness complications (e.g., older staff, immune compromised staff) has been addressed.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff have been encouraged to develop their own family care plans for the care of dependent children and seniors in the event community containment measures are implemented, or for possible illness among adult family members.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
<b>9. Antiviral and Vaccination Administration /Specimen Collection</b>					
During a pandemic/outbreak, the agency/home may be responsible for administering antivirals, if available, to residents and staff, for treatment and outbreak control.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
The agency/home is monitoring vaccination status of staff.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Staff are trained to do Point of Care rapid tests. They know the process to order more supplies and when.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Specimen collection and testing processes are known to staff. Supplies for specimens are available if the staff has been trained to collect specimens (e.g., nasal and throat swabs).		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable

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<b>10. Surge Capacity</b>					
Anticipated supplies have been estimated and purchased including PPE (e.g., masks, gloves, gowns, face shields, hygiene products), COVID-19 rapid tests		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
A primary plan and contingency plan to address supply shortages has been developed, including detailed procedures for acquisition of suppliers through normal channels as well as requesting resources for replenishing supplies when normal channels have been exhausted.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable
Plans include stockpiling at least one-week of supplies including prescription and OTC medication; preserved food and bottled water; batteries, radio, flashlight, etc.; any additional supplies for unique resident needs.		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Not applicable