

# **CLP Service Resident COVID-19 Onboarding Checklist**

## **Workspace and Gear:**

- 6' "socially distanced" conference room workstation assignments
- Masks and goggles
- Orientation to cleaning supplies, daily cleaning in/out
  - Portable hospital phones, workspaces, personal devices
- Attire & updated PPE guidelines
  - Discussion about adapting routines to decrease exposure
  - Review location of hospital COVID-19 units
  - Review institutional PPE donning/doffing videos & updated isolation guidelines

## **Virtual Communications:**

- Virtual Rounds/Daily Team Meeting (WebEx) appointments sent to email
  - Review login instructions
- Updated team phone numbers/contact information
- Orientation to telehealth interview approaches & virtual documentation templates
  - Distribute updated Telehealth Tip Sheet (with links to IT website)
  - Interactive video platform review (WebEx, Updox)
    - Download apps to personal devices, bedside tablets
    - Practice/test with peer prior to first patient interview
      - Review confidentiality/secure setting guidelines
    - Observed video interview by faculty
  - Telephone only (how to contact hospital rooms and all hospital units)
  - e-Consults
  - Updated documentation templates and virtual "dotphrases"
- Review of hospital COVID-19 website
  - Daily updates & personal temperature reporting website

## **COVID-19 Curriculum & Liaison Support Tools:**

- Review & recommend ACLP COVID-19 online resources
- Distribute working COVID-19 bibliography (delirium, PTSD, neuropsychiatric sequelae articles)
- Patient & Peer Support discussion/refresher
  - Review of psychological first aid interventions
  - Review of EAP, Peer Support hotline, Trauma Program
- Brief emotional support handouts
  - Pocket cards and trauma program referral information