

From: How Should U.S. Hospitals Prepare for Coronavirus Disease 2019 (COVID-19)?

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Table. Essential Components of a Hospital Preparedness Plan for COVID-19

Component	Function
Full-time emergency manager Operations task force	To coordinate and oversee COVID-19 operations Composed of key frontline personnel, such as emergency department physicians, hospitalists, critical care physicians, nurses, and infectious disease physicians, along with project managers to support activities—such as triage, staffing, and facilities management
Well-resourced infection prevention team	Develop and revise personal protective equipment protocols with backup plans in the event of supply shortages; facilitate personal protective equipment training; provide education about transmission risks; perform exposure investigations; and track epidemiology within the hospital
Bed capacity plan	Aim to be able to free up at least 30% of beds for an influx of patients at each facility; develop plans for critically ill patients and managing patients who may require advanced therapies, such as extracorporeal membrane oxygenation and mechanical ventilation
Regional coalition	Includes local, county, and state public health and emergency management partners and neighboring hospitals and health systems to coordinate bed capacity

COVID-19 = coronavirus disease 2019.