



## Instructions for Completing the COVID-19 Response Plan Template

Americares is dedicated to helping health centers prepare for disasters so they can continue to provide care for their communities. To supplement the Americares Preparedness Planning Guide for Free and Charitable Clinics (updated in 2019), Americares preparedness experts created a COVID-19 plan template. This template is designed to guide health center response specifically related to the new coronavirus outbreak called COVID-19.

The document is provided in an editable Microsoft Word format so health centers can make changes to the entire plan template. The template is a guide. The final plan should be health center specific and detailed according to existing health center operations as well as local and national standards. COVID-19 guidance should be revisited frequently as this is an evolving incident and guidance can and will change. Sections highlighted in grey require center specific information but are not the only areas that should be edited. The more health center specific information is added to the template, the better the final plan will be.

It is best to involve multiple staff members when completing the plan. The planning team should include a variety of responsibilities and skills such as: upper management, clinical management, human resources, facilities management, and information technology, as well as any other relevant staff within the clinic. This template is not meant to be a standalone plan and should incorporate information from existing emergency plans or policies.

The international response to COVID-19 is constantly evolving. For specific instructions regarding PPE, infection control, transmission, mortality rate, spread, or other information on COVID-19, please refer to the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and local Departments of Health. There is a list of resources at the end of this template.

Please direct questions to [preparedness@americares.org](mailto:preparedness@americares.org).