

## COVID-19 Timeline – SAMPLE

How individual organizations respond to the COVID-19 pandemic varies considerably. Multiple factors influence the response. Some of these factors include where you are located, whether or not you experienced a surge, the resources available to you, and when testing became available to you. Given the rapid pace of change and fluctuating mandates/guidance from federal, state, and local agencies, it may be difficult in the future to recollect exactly what you implemented to prevent exposure to COVID-19 and when you implemented it. Consider creating a master timeline of all critical dates and any corresponding documentation. Be sure to maintain any corresponding documentation referenced in the timeline.

This sample timeline includes some examples of some common factors that have influenced organizational responses to COVID-19. **This is not an exhaustive list.** Timelines will vary considerably from organization to organization and may require frequent updating. You may consider including some blank rows in each section when you initially develop your timeline so you can easily update it as circumstances change.

	Date	Comments/Description
First COVID-19 case diagnosed at facility		
Critical communications to staff members and patients (list and describe each communication separately)		
Critical communications or guidance released from federal, state, and local agencies		

	Date Started	Dated Ended	Comments
<b>Federal, State, and Local Closures and Reopenings</b> (list each specific phase of closure and reopening)			
State of emergency			
Shelter in place			
Phase 1 reopening			
Phase 2 reopening			
Phase 3 reopening			
Re-closure			
<b>COVID-19 Testing</b> (list when testing began, any alternative sites, and any surges)			
On-site testing			
Alternative site testing (include specific information about the			

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site, e.g., drive-through testing surge site)			
Covid-19 surge			
<b>Equipment/Capacity/Patient Care Issues Encountered (list each specific issue)</b>			
N-95 mask shortage			
Gown shortage			
Ventilator shortage			
ICU bed shortage			
Rationing (list each item separately)			
Testing supply shortages			
Lab supply shortages			
<b>Staffing Changes (list each specific staffing change)</b>			
Staffing shortage (describe specific shortage)			
Staffing reallocation (describe specific reallocation of staff members)			
Staffing furlough (describe specific staff members furloughed)			
<b>COVID-19 Screening Questions Asked (list each specific screening question for patients and employees)</b>			
Travel to China (include time frame)			
Travel outside of the U.S. (include time frame)			
Travel on a cruise ship (include time frame)			
Exposure to someone with COVID-19			
Cough			
Shortness of breath or difficulty breathing			
Fever			
Chills			
Muscle pain			
Sore throat			
New loss of taste or smell			

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Updated: October 2020

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<b>COVID-19 Precautions Implemented</b> (list each specific precaution)			
Staff screening			
Elective surgeries prohibited			
Telehealth encouraged for clinically-appropriate patient visits			
Separate COVID-19 unit created			
Visitors prohibited			
Face mask required for all patients			
Temperature taken upon entry			

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