

# Module 2, Session 3: Healthcare Personnel (HCP) Safety

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## Preparation Checklist

### Materials Required for this Session:

- ☐ Facility Trainer Binder - Module 2, Session 3
- ☐ Facility-specific material: policies and procedures (P&Ps) relevant to the session, including HCP exposure, Hepatitis B vaccine, Flu Vaccine, TB screening, sick policy, illness reporting, etc.
- ☐ Copy of facility's most recent completed *CDC Infection Control Assessment and Response (ICAR) tool: Domain III*
- ☐ *Facility Trainer Attendance Log* (provided in Session Appendix)
- ☐ *Facility Trainer Assessment Tracker* (provided in Session Appendix)
- ☐ **Participant Notebooks** with Module 2, Session 3 handouts (provided in Session Appendix):
  - *Healthcare Personnel (HCP) Safety Pre-Session Assessment*
  - *Healthcare Personnel (HCP) Safety Post-Session Assessment*
  - *Module 2, Session 3: Participant Resources*
  - *Session Follow-Up Task List*
- ☐ Flip chart/ White board and markers
- ☐ Blank name tags/tents and markers
- ☐ Extra pens

### Resources used for this session:

- CDC National Healthcare Safety Network (NHSN) Training: Course Catalog
  - <http://www.cdc.gov/nhsn/training/course-catalog/index.html>
- *CDC Management of Occupational Blood Exposures to HBV, HCV, or HIV poster*
  - [http://www.cdc.gov/hai/pdfs/HIV/occupational\\_exposure\\_HIV\\_08\\_11x17.pdf](http://www.cdc.gov/hai/pdfs/HIV/occupational_exposure_HIV_08_11x17.pdf)
- CDC Healthcare Associate Infections (HAIs): Protecting Healthcare Personnel
  - <http://www.cdc.gov/HAI/prevent/ppe.html>
- AHRQ Safety Program for End-Stage Renal Disease Facilities-Toolkit: Creating a Culture of Safety
  - <http://www.ahrq.gov/professionals/quality-patient-safety/patient-safety-resources/resources/esrd/index.html>
- CDC: Epidemiology and Prevention of Vaccine-Preventable Diseases
  - <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
- *CDC HCP Vaccination Recommendations*
  - <http://www.immunize.org/catg.d/p2017.pdf>
- CDC Tuberculosis: Testing Healthcare Workers
  - <http://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

### Preparing for the Session:

Before the Facility Trainer begins this session, the following tasks should be completed:

- Notify participants about the session, at least two weeks prior, include the location, date, and time of the session.
- Assemble Module 2, Session 3 handouts for participants to add to their **Participant Notebook**.
- Assemble P&Ps needed for review.
- Make copies of recent ICAR Domain III, and highlight areas with gaps in policy, to be added to the **Participant Notebook**.
- Set up the classroom with handouts and blank name tags at each participant's place.
- Have the Facility Trainer's binder ready before beginning the session.

### Tasks to be done as participants arrive:

- Have participants sign in using the *Facility Trainer Attendance Log*.
- Give each participant Module 2, Session 3 handouts to be inserted into their **Participant Notebook**.
- Prompt participants to complete the *Pre-Session Assessment*.

### Tasks to be done after completion of the session:

- Write notes about the session on the "Notes and Homework" page at the end of the session. Include: which policies need to be developed or updated and any action plans that were developed and require follow-up.
- Complete the *Facility Trainer Assessment Tracker* with Pre- and Post-Session Assessment scores.
- Address areas of concerns, successes, questions, need for follow-up, staff members to check in with, etc.

## Facility Trainer Brief

### *Learning Objectives*

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At the close of Module 2, Session 3 the participants will be able to:

- Understand the importance of HCP safety.
- Describe the P&Ps in place to protect HCP and identify any gaps in policy at the facility.
- Understand the CDC expectations for protecting HCP.
- Develop a plan to implement HCP safety.

### *Module 2, Session 3: Overview*

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This module is directed towards managers, policy makers, physicians, and medical practitioners. This session focuses on healthcare personnel safety; it is designed to help participants understand why HCP is important to infection control and to encourage them to participate in making changes at the facility.

The session reviews CDC recommendations for protecting HCP and helps to identify any gaps in P&Ps at the facility level.

**Module 2, Session 3 is divided into these five parts:**

**Part 1: Introduction (5 minutes)**

During this section the Facility Trainer introduces the session's key messages and provides an overview of the facility's recent ICAR assessment, Domain III responses. Participants will complete a *Pre-Session Assessment* and introduce themselves to the group.

**Part 2: HCP Exposure (5 minutes)**

The Facility Trainer leads the participants through a discussion of the facility's P&Ps related to HCP post-exposure evaluation, follow-up, and prophylaxis. Participants will be invited to participate in policy development and will develop an action plan if any gaps exist.

**Part 3: Vaccination and Screening (5 Minutes)**

The Facility Trainer discusses the importance of HCP vaccination as well as TB screening. Participants discuss the relevant P&Ps in place, as well as any action plans needed to mitigate policy gaps or gaps in implementation of policy.

**Part 4: Illness & Injury (5 minutes)**

The Facility Trainer discusses CDC recommendations for P&Ps related to HCP reporting of illness, sick days, and education. Participants will discuss current relevant P&Ps, identify any gaps, and work to develop a plan to mitigate any identified gaps.

**Part 5: Wrap-Up and To-Do List (5 minutes)**

The Facility Trainer summarizes the session, reinforces "To-Do" items, and opens the floor for questions and discussion. Participants complete the *Post-Session Assessment* and will be dismissed with a task list to be completed.

### **Key messages**

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These are the key messages for this session. They should be reinforced from time to time throughout this program.

- HCP safety affects the health of all levels of the community – the individual, the staff, the patients, the facility, and the general public.
- Vaccination and screening of HCP is essential to infection control.
- P&Ps should be in place for prompt response to adverse events as well as protection of HCP in the event of illness or injury.

# Classroom Presentation

## Part 1: Introduction

Estimated Time: 5 Minutes

Welcome!	Notes
<p>As participants arrive, <b>ask them to complete a <i>Pre-Session Assessment</i> and sign into the <i>Facility Trainer Attendance Log</i>.</b></p> <p><b>Welcome</b> participants to the training session.</p> <p> <b>Present:</b> Welcome to Module 2, Session 3: <i>Healthcare Personnel (HCP) Safety</i>. During this session we will discuss the importance of protecting HCP and how HCP safety contributes to infection control on a large scale. The session reviews CDC recommendations for protecting HCP. We will review current P&amp;Ps and identify any gaps in P&amp;Ps to protect HCP. If gaps are identified we will work together to create an action plan to mitigate any gaps in policy.</p> <p> <b>Ask</b> participants to introduce themselves: e.g., their name, position within the facility, and goals for attending. Encourage participation of all attendees.</p>	
Key Messages	Notes
<p> <b>Present:</b> As we work to improve our infection control program and decrease HAIs within our facility, it is important to understand what we are already doing and what CDC recommendations have already been implemented. Thoughts to keep in mind throughout the session include:</p> <ul style="list-style-type: none"><li>• HCP safety effects all level of community health – the individual, the staff, the patients, the facility, and the general public,</li><li>• Vaccination and screening of HCP is essential to infection control, and</li><li>• P&amp;Ps should be in place for prompt response to adverse events as well as protection of HCP in the event of illness or injury.</li></ul>	



**Refer** participant's to ICAR Domain III



**Present:** We will use our facility's response to the ICAR tool, Domain III, *Healthcare Personnel (HCP) Safety*, as a reference throughout this session and work to obtain optimal HCP safety.



**Ask:** Before we move on does anyone have any questions regarding the goals of this session?

## Part 2: HCP Exposure

Estimated Time: 10 Minutes

### Exposure

### Notes



**Refer** participants to ICAR Domain III as well as the facility's P&Ps related to HCP exposure.



**Present:** HCP post-exposure evaluation and follow-up (including prophylactic treatment) is important to ensure HCP safety. The facility should have a plan in place for prompt care in the event of exposure. Complete P&Ps should address:

- Post-exposure evaluation,
- Post-exposure follow-up, and
- Prophylaxis (if applicable).


All evaluation, follow-up, and treatment should be at NO cost to the affected HCP.



**Ask:** Do our current P&Ps address CDC recommendations? Do we need to change, update, or add any elements to our current P&Ps to align with CDC recommendations?



**Open Responses**

	Notes to the Facility Trainer
	<p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan that addresses how to develop an appropriate policy.</p> <p>If your facility's current P&amp;Ps are missing elements of the CDC recommendations, work with the team/participants to develop an action plan to update the current P&amp;Ps.</p>



Refer participants to CDC NHSN Course Catalog: *Healthcare Personnel Safety Component – Exposure Module*  
<http://www.cdc.gov/nhsn/training/course-catalog/index.html>

CDC Healthcare Associate Infections (HAIs): *Protecting Healthcare Personnel*  
<http://www.cdc.gov/HAI/prevent/ppe.html>

CDC Management of Occupational Blood Exposures to HBV, HCV, or HIV – poster  
[http://www.cdc.gov/hai/pdfs/HIV/occupational\\_exposure\\_HIV\\_08\\_11x17.pdf](http://www.cdc.gov/hai/pdfs/HIV/occupational_exposure_HIV_08_11x17.pdf)






**Present:** Using the CDC NHSN Exposure Module we can create a P&P with the most up-to-date CDC recommendations.



**Refer** participants to their *Session Follow-Up Task List*.



**Write** on the white board or flip chart and have participants enter the action plan into their *Session Follow-Up Task List*, including the tasks to be done, who will complete each task, and the deadline for task completion.

Reporting	Notes				
<div data-bbox="190 289 254 361" data-label="Image"></div> <p><b>Refer</b> participants to ICAR Domain III as well as the facility's P&amp;Ps related to HCP exposure reporting, data collection, and action plans.</p> <div data-bbox="190 438 254 504" data-label="Image"></div> <p><b>Present:</b> In the event of HCP exposure evaluation, the facility needs to evaluate the situation that led to the exposure, collect data, and record/track exposure events. A complete P&amp;P should address:</p> <ul style="list-style-type: none"> <li>• A system to track exposure events,</li> <li>• Evaluation of event data, and</li> <li>• Action plans to reduce the risk or prevent likelihood of the event reoccurring.</li> </ul> <div data-bbox="190 764 254 829" data-label="Image"></div> <p><b>Ask:</b> Do our current P&amp;Ps address CDC recommendations? Do we need to change, update, or add any elements to our current P&amp;Ps to align with CDC recommendations?</p> <div data-bbox="190 940 263 1008" data-label="Image"></div> <p><b>Open Responses</b></p> <table border="1" data-bbox="190 1056 1002 1438"> <thead> <tr> <th data-bbox="190 1056 331 1094"></th><th data-bbox="331 1056 1002 1094">Notes to the Facility Trainer</th></tr> </thead> <tbody> <tr> <td data-bbox="190 1094 331 1438"></td><td data-bbox="331 1094 1002 1438"> <p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan on how to get an appropriate policy in place.</p> <p>If your facility's current P&amp;Ps are missing any elements of the CDC recommendations, work with the team/participants to develop an action plan to update the current P&amp;Ps.</p> </td></tr> </tbody> </table> <div data-bbox="190 1472 254 1543" data-label="Image"></div> <p>Refer participants to CDC NHSN Course Catalog: <i>Healthcare Personnel Safety Component – Exposure Module</i>  <a href="http://www.cdc.gov/nhsn/training/course-catalog/index.html">http://www.cdc.gov/nhsn/training/course-catalog/index.html</a></p> <div data-bbox="190 1656 254 1722" data-label="Image"></div> <p><b>Present:</b> Using the CDC NHSN Exposure Module we can create P&amp;P with the most recent up-to-date CDC recommendations.</p> <div data-bbox="190 1801 254 1873" data-label="Image"></div> <p><b>Refer</b> participants to their <i>Session Follow-Up Task List</i>.</p>		Notes to the Facility Trainer		<p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan on how to get an appropriate policy in place.</p> <p>If your facility's current P&amp;Ps are missing any elements of the CDC recommendations, work with the team/participants to develop an action plan to update the current P&amp;Ps.</p>	
	Notes to the Facility Trainer				
	<p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan on how to get an appropriate policy in place.</p> <p>If your facility's current P&amp;Ps are missing any elements of the CDC recommendations, work with the team/participants to develop an action plan to update the current P&amp;Ps.</p>				



**Write** on the white board or flip chart and have participants enter into their *Session Follow-Up Task List* the action plan, including the tasks to be done, who will complete each task, and the deadline for task completion.

### Part 3: Vaccination and Screening

Estimated Time: 10 Minutes

#### Hepatitis B and Influenza Vaccination

#### Notes



**Refer** participants to *ICAR Domain III* and the facility's P&Ps related to Hepatitis B and influenza vaccination.



**Present:** All personnel that are exposed to blood and/or body fluids should be offered the Hepatitis B vaccine. The facility should keep records of vaccination.



**Ask:** Do the current P&Ps fulfill these recommendations? Do we need to change, update, or add to the current P&Ps?



#### Open Responses










**Present:** All HCP should be offered annual influenza vaccines at the facility. The facility should keep records of staff members who were offered vaccinations, vaccinations received, and vaccination refusals.



#### Notes to the Facility Trainer

If your facility does not have P&Ps in place, work with the team/participants to develop an action plan to create and implement an appropriate policy.

If your facility's current P&Ps are missing any elements


	<p>of the CDC recommendations, work with the team/participants to develop an action plan and update the current P&amp;Ps.</p>	
	<p>Refer participants to CDC: Epidemiology and Prevention of Vaccine-Preventable Diseases  <a href="http://www.cdc.gov/vaccines/pubs/pinkbook/index.html">http://www.cdc.gov/vaccines/pubs/pinkbook/index.html</a></p> <p>CDC NHSN Course Catalog: HCP Safety Component – Vaccination Module  <a href="http://www.cdc.gov/nhsn/training/course-catalog/index.html">http://www.cdc.gov/nhsn/training/course-catalog/index.html</a></p> <p><i>CDC HCP Vaccination Recommendations</i>  <a href="http://www.immunize.org/catg.d/p2017.pdf">http://www.immunize.org/catg.d/p2017.pdf</a></p> <p> <b>Present:</b> Using the CDC resources above, we can create P&amp;Ps with the most recent CDC recommendations.</p> <p> <b>Refer</b> participants to their <i>Session Follow-Up Task List</i>.</p> <p> <b>Write</b> on the white board or flip chart and have participants write their action plan on the <i>Session Follow-Up Task List</i>. This includes the tasks to be done, who will complete each task, and the deadline for task completion.</p>	
<b>TB Screening</b>		
	<p><b>Refer</b> participants to the ICAR Domain III as well as the facility's P&amp;P related to TB screening.</p> <p> <b>Present:</b> All personnel should have a baseline for TB screening. Additionally, the facility should maintain records of TB screening. Guidelines and recommendations for repeat TB screening depend on state regulations but are usually recommended annually.</p> <p> <b>Refer</b> to CDC TB: Testing Healthcare Workers  <a href="http://www.cdc.gov/tb/topic/testing/healthcareworkers.htm">http://www.cdc.gov/tb/topic/testing/healthcareworkers.htm</a></p>	



**Ask:** Do our current P&Ps fulfill these recommendations? Do we need to change, update, or add to our current P&Ps?



**Open Responses**

	Notes to the Facility Trainer
	If your facility does not have P&Ps in place, work with the team/participants to develop an action plan to create an appropriate policy.
	If your facility's current P&Ps are missing any elements of the CDC recommendations, work with the team/participants to develop an action plan and update the current P&Ps.



**Refer** participants to their *Session Follow-Up Task List*.



**Write** on the white board or flip chart and have participants write their action plan on the *Session Follow-Up Task List*. This includes the tasks to be done, who will complete each task, and the deadline for task completion.

#### Part 4: Illness & Injury

**Estimated Time: 10 Minutes**


Protecting Your Staff	Notes
<div data-bbox="185 1476 256 1549" data-label="Image"></div> <p><b>Refer</b> participants to the ICAR Domain III and the facility's P&amp;P related to HCP illness &amp; injury, sick time, and worker's compensation.</p> <div data-bbox="185 1625 256 1698" data-label="Image"></div> <p><b>Present:</b> Through HCP protection, the spread of infection can be decreased. Work-exclusion policies should be in place to encourage HCP to report any illness. Additionally, P&amp;Ps should protect individuals from any repercussions. By putting these types of P&amp;P in place, the facility is exposed to less illness and therefore, can decrease transmission between HCP and patients.</p>	



**Ask:** Do our current P&Ps fulfill these recommendations? Do we need to change, update, or add to our current P&Ps?



**Open Responses**

	Notes to the Facility Trainer
	<p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan to create an appropriate policy.</p> <p>If your facility's current P&amp;Ps are missing any elements of the recommendations, work with the team/participants to develop an action plan and update the current P&amp;Ps.</p>



**Refer** participants to their *Session Follow-Up Task List*.



**Write** on the white board or flip chart and have participants write their action plan on the *Session Follow-Up Task List*. This includes the tasks to be done, who will complete each task, and the deadline for task completion.

## Prompt Reporting

## Notes



**Present:** Also, prompt reporting of illness and job-related injury as well as record keeping of such occurrences is essential to HCP protection. P&Ps should encourage staff to promptly report incidences to their supervisor and/or occupational health department and be protected from any repercussions and costs associated with such work injuries.



**Ask:** Do our current P&Ps fulfill these recommendations? Do we need to change, update, or add to our current P&Ps?



**Open Responses**

	<p><b>Notes to the Facility Trainer</b></p> <p>If your facility does not have P&amp;Ps in place, work with the team/participants to develop an action plan to create an appropriate policy.</p> <p>If your facility's current P&amp;Ps are missing any elements of the recommendations, work with the team/participants to develop an action plan and update the current P&amp;Ps.</p>	
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**Refer** participants to their *Session Follow-Up Task List*.

**Write** on the white board or flip chart and have participants write their action plan on the *Session Follow-Up Task List*. This includes the tasks to be done, who will complete each task, and the deadline for task completion.

## Part 5: Wrap Up and To-Do List

Estimated Time: 5 Minutes

To-Do	Notes
<p><b>Present:</b> As active members in the facilities infection control program, we can protect our HCP and improve infection control. By implementing the appropriate P&amp;Ps, offering vaccinations, and keeping record of all HCP illness and injury related events, we can help prevent the spread of infection and improve the care we provide to our patients.</p> <p>Today we have established a list of activities we need to follow-up on and actions to take moving forward. Before closing the session, we will review our “To-Do” list.</p> <p data-bbox="199 1566 277 1644"></p> <p><b>Write</b> on the white board or flip chart and have participants write their action plan on the <i>Session Follow-Up Task List</i>. This includes the tasks to be done, who will complete each task, and the deadline for task completion.</p> <p>Items that need to be addressed, depending on your facility's needs and what has been established in the session, include:</p>	

- HCP exposure events,
- Vaccination and screening of HCP,
- Protecting HCP in the event of illness or injury, and
- System for documenting activities.



**Ask:** Does anyone have any questions regarding the session content or action plan moving forward?



**Open Responses**

## Closing

## Notes



**Present and Summarize** key points:

- HCP safety affects all levels of community health – the individual, staff, patients, facility, and general public.
- Vaccination and screening of HCP is essential to infection control.
- P&P should be in place for prompt response to adverse events as well as protection of HCP in the event of illness or injury.



**Address** questions or concerns.



**Present:** Thank you all for coming and for your commitment to improving the facility and infection control program. Please take the *Post-Session Assessment* before leaving.



**Refer** participants to the *HCP Safety Post-Session Assessment* and have each participant complete and turn it into the Facility Trainer.

**Dismiss** the group.

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## *Session Appendix*

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- *Facility Trainer Attendance Log*
- *Facility Trainer Assessment Tracker*
- *Healthcare Personnel (HCP) Safety Pre-Session Assessment*
- *Healthcare Personnel (HCP) Safety Post-Session Assessment*
- *Module 2, Session 3: Participant Resources*
- *Session Follow-Up Task List*





# Infection Control in Hemodialysis

## Training Curriculum: Module 2, Session 3

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### Healthcare Personnel (HCP) Safety Pre-Assessment

<b>Date:</b>	
<b>Participant Name:</b>	
<b>Facility:</b>	

1. In the event that an HCP exposure event occurs, the individual should receive post-exposure care at no cost to the individual. This includes:
  - a. Post-exposure evaluation
  - b. Post-exposure follow-up
  - c. Prophylactic treatment (if applicable)
  - d. All of the above
2. The facilities should offer and keep record of Hepatitis B and Influenza vaccinations of all HCP at the facility.
  - a. True
  - b. False
3. All HCP should have baseline TB screenings as well as follow-up screenings as recommended by the state.
  - a. True
  - b. False
4. Work exclusion policies should be in place to protect staff and patients. Work-exclusion policies include: (select all that apply)
  - a. Encouragement of HCP to report illness or injury
  - b. Management discretion of whether an illness or injury requires treatment or time off
  - c. Protection for HCP from any repercussions from illness or injury related events or absences from work
  - d. None of the above
5. I understand the CDC recommendations for HCP safety and I know the P&P in place to protect myself and my co-workers.
  - a. Strongly Disagree
  - b. Disagree
  - c. Neither disagree or agree
  - d. Agree
  - e. Strongly Agree

# Infection Control in Hemodialysis

## Training Curriculum: Module 2, Session 3

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### Healthcare Personnel (HCP) Safety Post-Assessment

<b>Date:</b>	
<b>Participant Name:</b>	
<b>Facility:</b>	

1. In the event that an HCP exposure event occurs, the individual should receive post-exposure care at no cost to the individual. This includes:
  - a. Post-exposure evaluation
  - b. Post-exposure follow-up
  - c. Prophylactic treatment (if applicable)
  - d. All of the above
2. The facilities should offer and keep record of Hepatitis B and Influenza vaccinations of all HCP at the facility.
  - a. True
  - b. False
3. All HCP should have baseline TB screenings as well as follow-up screenings as recommended by the state.
  - a. True
  - b. False
4. Work exclusion policies should be in place to protect staff and patients. Work-exclusion policies include: (select all that apply)
  - a. Encouragement of HCP to report illness or injury
  - b. Management discretion of whether an illness or injury requires treatment or time off
  - c. Protection for HCP from any repercussions from illness or injury related events or absences from work
  - d. None of the above
5. I understand the CDC recommendations for HCP safety and I know the P&P in place to protect myself and my co-workers.
  - a. Strongly Disagree
  - b. Disagree
  - c. Neither disagree or agree
  - d. Agree
  - e. Strongly Agree

# Infection Control in Hemodialysis

## Training Curriculum: Module 2, Session 3

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### Participant Resources

Date:	
Participant Name:	
Facility:	

- CDC National Healthcare Safety Network (NHSN) Training: Course Catalog
  - <http://www.cdc.gov/nhsn/training/course-catalog/index.html>
- *CDC Management of Occupational Blood Exposures to HBV, HCV, or HIV poster*
  - [http://www.cdc.gov/hai/pdfs/HIV/occupational\\_exposure\\_HIV\\_08\\_11x17.pdf](http://www.cdc.gov/hai/pdfs/HIV/occupational_exposure_HIV_08_11x17.pdf)
- CDC Healthcare Associate Infections (HAIs): Protecting Healthcare Personnel
  - <http://www.cdc.gov/HAI/prevent/ppe.html>
- AHRQ Safety Program for End-Stage Renal Disease Facilities-Toolkit: Creating a Culture of Safety
  - <http://www.ahrq.gov/professionals/quality-patient-safety/patient-safety-resources/resources/esrd/index.html>
- CDC: Epidemiology and Prevention of Vaccine-Preventable Diseases
  - <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
- *CDC HCP Vaccination Recommendations*
  - <http://www.immunize.org/catg.d/p2017.pdf>
- CDC Tuberculosis: Testing Healthcare Workers
  - <http://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

# Infection Control in Hemodialysis

## Training Curriculum: Module 2, Session 3

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### Session Follow- Up Task List

Date:	
Participant Name:	
Facility:	

#### Personal To-Do Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

#### Facility-Wide To-Do Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

#### Additional Comments:

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