Sample COVID-19 After Action Report

* **Clinic Name:**
* **Event Name:** COVID 19 Outbreak 2020
* **Event Begin Date:** March 9,2020
* **Event End Date: Feb 2021 ( for purposes of this report)**
* **Duration:** 11 months
* This event in 2020 occurred as a result of a Corona Virus from Wuhan, China which resulted in a worldwide Pandemic.

The purpose of this report is to analyze event results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support the development of corrective actions that will guide future emergency preparedness initiatives to advance overall emergency preparedness within our clinic.

* Jan 22, 2020 The Center for Disease Control (CDC) confirmed first COVID-19 case in the U.S.
* Jan 30, 2020 The World Health Organization (WHO) declared the outbreak a public health emergency (PHE) of international concern.
* Jan 31, 2020 HHS Secretary Azar declares a PHE in the U.S.
* March ?, 2020 Governor \_\_\_\_\_\_\_\_ declared a State of Emergency and activated the Emergency Operations Center.
* March 11, 2020 The COVID-19 outbreak characterized as a pandemic by the WHO.
* March 13, 2020 President Trump declares a National Emergency concerning the COVID-19 outbreak.
* Jan 2021, the Acting HHS Secretary extended the PHE to April 20, 2021.
* Executive Summary. The emergency team was composed of \_\_\_\_\_\_\_\_\_ (names of staff in leadership)

Major Strengths:

Staff training conducted on infection prevention

Plan to triage patients who come to the clinic

Plan to put a sign on the door to go back to car and call.

Staff Training:

Telehealth

Donning and Doffing PPE

Patient screening protocol

Staff screening

Areas of Improvement

Need to order extra PPE supplies such as masks and hand sanitizer earlier

Need to minimize things in the waiting room to decrease things needing disinfecting.

Need for more screening of clinic staff, temps in the morning

Need to set up refill process during Pandemic or epidemic

Need for more telehealth

Public service announcements to tell community we are seeing patients

Need to change message on answering machine

More local testing

**Event Successes**

Staff immediately began calling patients instead of visit to decrease exposure for patients

Some staff sent to hospital to assist with surge

Recruited some experienced staff from hospital to help with triage

Sign on door sending patients to the car to call

Limited seating in the waiting room

Extra hand sanitizer and tissues in the waiting room

A screenshot of a cell phone

Description automatically generated

Process Implemented

Masks

Phone Screening

Taking temps on patients entering the clinic

Dedicated entrances

Dedicated exam rooms

Extra cleaning

Questionnaires re exposure, symptoms

Sign on door

Restriction of people accompanying patients

Collaboration with other facilities

Moving healthy patients to another site

Re-allocation of some staff

Analysis Meeting

* Report reviewed with staff
* Assignments given
* Attendance log at AAR meeting