

# Attachment H

## JOB ACTION SHEETS

Site Commander .....	1
Medical Director .....	2
Liaison Officer .....	4
Safety and Security Officer .....	6
Security Worker .....	8
Logistics Chief .....	9
Facility Unit Leader .....	11
Sanitations Systems Officer .....	12
Laundry Worker .....	13
Janitorial Worker .....	14
Maintenance Officer .....	15
Materials Supply Unit Leader .....	16
Nutritional Supply Unit Leader .....	17
Communications Unit Leader .....	18
Transportation Unit Leader .....	19
Transport Workers .....	20
Planning Chief .....	21
Situation Unit Leader .....	22
Labor Pool Unit Leader .....	23
Operations Chief .....	24
Morgue Unit Leader .....	25
Triage Unit Leader .....	26
Staff Support Unit Leader .....	28
General Nursing Care Unit Leader .....	30
Dependent Care Unit Leader .....	32
Care Provider .....	34
Pharmacy Unit Leader .....	35

**MCF Job Action Sheet**  
**Site Commander**  
Copies: 3

Section assignment: Command Staff	
Report to: Local EOC	
Supervise: Safety Officer, Liaison Officer, Operations Chief, Logistics Chief, Medical Director	
Mission	<ul style="list-style-type: none"> <li>• Direct all operation at MCF</li> <li>• Maintain communications with local EOC and DOC</li> <li>• Ensure MCF is prepared to receive and care for patients</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Familiarize self with job duties of all staff in the facility;
- Appoint command staff directly supervised by this position and orient staff to their responsibilities;
- Establish command center on-site and develop incident action plan with assistance of staff;
- Establish communication protocols;
- Re-enforce role and authority of Safety Officer;
- Review MCF planning documents;
- Delegate responsibilities to command staff and assume responsibility for all tasks not assigned.

**Ongoing Duties**

- Obtain full briefing from off-shift Site Commander when coming on shift;
- Wear appropriate identification and safety equipment at all times;
- Brief all supervised staff on duties and self-protective actions;
- Brief and de-brief supervised command staff as needed;
- Support decision making of command staff and make decisions as necessary including where specifically assigned to commander;
- Maintain communication with local EOC and NDDoH DOC;
- Interact with media as necessary and approve release of media information;
- Approve resource acquisitions and ascertain from staff resource immediate and future resource needs;
- Anticipate and complete all tasks not assigned to others to complete;
- Perform site review for quality improvement on regular schedule;
- Remain in the facility throughout assigned shift and reachable;
- Supervise demobilization of facility when no longer needed;
- Prepare off-shift report and fully brief replacement at change of shift;
- Document any decisions, incidents, actions taken or change of procedures;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Ensure smooth shift transition for command staff;
- Remain accessible when off shift;

MCF Job Action Sheet  
 Medical Director  
 Copies: 3

Section assignment: Command Staff	
Report to: Site Commander	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Medical and ethical decision making</li> <li>• Admission and discharge of patients</li> <li>• Regular assessment of all patients</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Familiarize self with job duties of all patient management positions.
- Review MCF planning documents
- Familiarize self with available medical supplies and adequacy

**Ongoing Duties**

- Brief Site Commander regarding global issues related to patient care needs
- Wear appropriate identification and safety equipment at all times;
- Update Site Commander on request, and update Ops Chief regularly;
- Coordinate patient management with Operations Chief;
- Obtain full briefing from Medical Director going off shift, including any changes to policy;
- Interact with media as necessary;
- Establish, confirm or modify written criteria for admission, discharge, medication use, designation of palliative care and other patient management policies in incident action plans;
- Ensure that only patients who meet the criteria are admitted to the facility;
- Assess patients and apply current written patient management policies including appropriate patient assessment and completion of documentation;
- Perform needed vital signs not obtainable by patient care staff;
- Perform rounds on each patient during each 12 hour shift, assessing patient status and needs and documenting in progress notes;
- Update master patient status form during rounds;
- Respond to all requests for medical assistance from patient care providers;
- Perform all invasive medical interventions (IV, NG tube, foley);
- Make a determination of death;
- Determine when patient should move to palliative care list;
- Provide protocols to triage officer;
- Develop a list of patients for priority transfer to the hospital and ensure that this is communicated to the medical director of the hospital at least once per day along with bed status (filled and open);

- Determine when a patient are ready for discharge or move from the acute care floor to assisted care area;
- Identify resource needs for patient care and communicate them to the Material Supply Unit Leader;
- Remain in the facility throughout assigned shift;
- Ensure all patients have appropriate dispositions during demobilization of site;
- Prepare off-shift report and fully brief replacement at change of shift;
- Document any decisions, incidents, actions taken or change of procedures;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Ensure smooth shift transition for command staff
- Remain accessible when off shift

MCF Job Action Sheet  
Liaison Officer  
Copies: 3

Section assignment: Command Staff	
Report to: Site Commander	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Establish communications with all outside entities</li> <li>• Manage all media responses relayed by the local EOC or DOC</li> <li>• Relay information to media for release to public regarding MCF</li> <li>• Manage and relay important information to staff</li> <li>• Be familiar with facility statistics which may be requested</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 mask (3)</li> </ul>

### Initial Duties

- Be familiar with all responsibilities described on this sheet;
- Familiarize self with job duties of all supervisory positions;
- Review MCF planning documents;
- Secure contact information for local EOC, NDDoH DOC, local hospital, EMS, media and other key partners;

### Ongoing Duties

- Obtain briefing from Liaison Officer going off shift;
- Wear appropriate identification and safety equipment at all times;
- Act in assistant role to Site Commander;
- Update Site Commander regularly;
- Establish contact with outside supporting entities and maintain contact data
- Take incoming calls and direct necessary calls or information to appropriate staff;
- Log all communications;
- Maintain ongoing awareness of situations, activity and policies in the institution;
- Assist medical director with documentation which tracks current facility policy related to patient care;
- Review with Site Commander information to be released to the public;
- Make requests for assistance which are approved by the incident commander;
- Request information and maintain records needed by the site commander;
- Anticipate intra-organization problems;
- Establish an area outside the facility where media questions can be answered and notify media of access restriction;
- Assist Site commander with preparation of media briefings;
- Remain in the facility throughout assigned shift and reachable;
- Prepare off-shift report and fully brief replacement at change of shift;
- Document actions and decisions;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;

- Work with other staff as a team member;
- Remain accessible when off shift;

**MCF Job Action Sheet**  
**Safety and Security Officer**  
Copies: 3

Section assignment: Command Staff	
Report to: Site Commander	
Supervise: Security worker	
Mission	<ul style="list-style-type: none"> <li>• Establish and enforce safety procedures</li> <li>• Establish and enforce security procedures</li> <li>• Immediately terminate any activity which poses a risk for staff or patients</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 mask (3)</li> </ul>

**Initial Duties**

- Wear appropriate identification and safety equipment at all times;
- Be familiar with all responsibilities described on this sheet;
- Review MCF planning documents;
- Establish safety procedures related to infection control, physical management of space inside and outside the facility, and material/equipment handling;
- Establish security procedures for worker entry and exit from the building, worker identification, access to building and security of valuable equipment;
- Establish procedures for patient privacy and confidentiality including personal privacy, protection of health information and respect for human remains;
- Review procedures with Site Commander and obtain approval or modification;
- Appoint additional security workers required.
- Assume all duties related to safety and security not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from Safety/Security Officer going off shift;
- Update Site Commander regularly;
- Conduct a safety briefing at the beginning of each shift;
- Brief all new staff on safety and security procedures;
- Brief all supervised staff on duties and self-protective actions;
- Ensure all staff log in and out of facility;
- Ensure that PPE is not removed from the facility at checkout;
- Observe staff and patients to ensure safety and security procedures are followed;
- Ensure that only identified staff have access to the building;
- Establish entry and exit sites, control access points and ensure safe vehicle movement outside the premises;
- Work with transportation leader to establish patient and remains transportation procedures to ensure the safety of patients and workers;
- Remove unauthorized personnel from the premises;
- Immediately terminate any activity which may pose a threat to staff or patients;

- Obtain signed privacy agreements from all staff at initial orientation;
- Establish and mark external areas for appropriate vehicle use;
- Monitor physical facility for hazards, physical or infectious;
- Call for emergency assistance (fire, police) if needed;
- Monitor staff for illness, stress or fatigue and remove staff from duty as needed;
- Ensure that all staff off duty leave the facility within two hours of end of shift;
- Remain in the facility throughout assigned shift and reachable;
- Prepare off-shift report and fully brief replacement at change of shift;
- Document actions and decisions;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Remain accessible when off shift;

MCF Job Action Sheet  
 Security Worker  
 Copies: 3

Section assignment: Command Staff	
Report to: Safety and Security officer	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Enforce safety procedures</li> <li>• Enforce security procedures</li> <li>• Immediately terminate any activity which poses a risk for staff or patients</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Walkie-talkie</li> <li>• N95 mask (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Know all safety, security and privacy procedures established by supervisor

**Ongoing Duties**

- Wear appropriate identification and safety equipment at all times;
- Manage safety, security and privacy roles assigned by supervisor;
- Observe staff and patients to ensure safety and security procedures are followed;
- Ensure that only identified staff have access to the building;
- Immediately terminate any activity which may pose a threat to staff or patients;
- Monitor physical facility for hazards, physical or infectious;
- Notify Safety and Security Officer of impending hazards;
- Monitor staff for illness, stress or fatigue and report concerns to safety and security officer;
- Remain in the facility throughout assigned shift and reachable;
- Prepare off-shift report and fully brief replacement at change of shift;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Remain accessible when off shift;

**MCF Job Action Sheet**  
**Logistics Chief**  
Copies: 3

Section assignment: Command Staff	
Report to: Site Commander	
Supervise: Facility Unit Leader, Materials Supply Unit Leader, Nutritional Supply Unit Leader, Communications Unit Leader, Transportation Unit Leader	
Mission	<ul style="list-style-type: none"> <li>• Supervise Logistics Section</li> <li>• Ensure all needs related to materiel, physical facility, communication services and transportation services are met</li> <li>• Request additional resources</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Walkie-talkie</li> <li>• Cellular telephone</li> <li>• Full access to command office and equipment</li> <li>• N95 mask (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Familiarize self with job duties of all positions with section ;
- Review MCF planning documents;
- Appoint persons to unfilled supervised positions;
- Assume all logistical tasks not assigned to other persons.

**Ongoing Duties**

- Update Site Commander regularly;
- Obtain briefing from Logistics Officer going off shift;
- Wear appropriate identification and safety equipment at all times;
- Provide briefing to Logistics Section Staff at the beginning of each shift;
- Meet with staff regularly to assess needs;
- Brief all supervised staff on duties and self-protective actions;
- Prepare requests for resources for approval by the Site Commander;
- Work with Liaison Officer to identify and secure additional resources;
- Work with Safety/Security Officer to establish safe procedures for receiving and storing resources;
- Attempt to improvise resource procurement or resource modification if needed materiel is not available;
- Ensure that resources are managed, allocated, tracked and recovered when no longer needed;
- Track expenditures;
- Activate contracted service, assign duties including all supply and facility needs, transportation and IT;
- Remain in the facility throughout assigned shift and reachable;
- Prepare off-shift report and fully brief replacement at change of shift;
- Document actions and decisions;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;

- Work with other staff as a team member;
- Remain accessible when off shift;

MCF Job Action Sheet  
 Facility Unit Leader  
 Copies: 3

Section assignment: Logistics	
Report to: Logistics Chief	
Supervise: Maintenance Officer, Sanitations Systems Officer	
Mission	<ul style="list-style-type: none"> <li>• Oversee all aspects of building management</li> <li>• Ensure adequate material and personnel resources are available for building management</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-Talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Familiarize self with job duties of all positions with section
- Review MCF planning documents
- Work with Safety and Security Officer establish protocols for cleaning and disinfection of building, safe clean-up of spills and linen cleanin
- Appoint persons to unfilled supervised positions
- Assume all tasks related to maintenance and sanitation not assigned to other persons

**Ongoing Duties**

- Obtain briefing from Facility Unit Leader going off shift
- Wear appropriate identification and safety equipment at all times;
- Brief all supervised staff on duties and self-protective actions
- Allocate locker space for worker property and equipment
- Establish schedules for cleaning of various areas of facility
- Monitor facility cleanliness
- Ensure all sanitation materiel is accessible for use at all times
- Monitor linen supplies and ensure adequate supplies;
- Assist supervised staff with cleaning duties
- Remain in the facility throughout assigned shift and reachable
- Prepare off-shift report and fully brief replacement at change of shift
- Document actions and decisions;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Remain accessible when off shift;

**MCF Job Action Sheet**  
**Sanitation Systems Officer**  
Copies: 3

Section assignment: Logistics	
Report to: Facility Unit leader	
Supervise: Laundry Workers, Sanitation Workers	
Mission	<ul style="list-style-type: none"> <li>• Ensure patient linen is appropriately cleaned</li> <li>• Ensure all physical areas of facility are clean</li> <li>• Clean up spills and body fluids</li> <li>• Ensure disposal of waste including infectious waste</li> <li>• Ensure all persons in unit wear appropriate protective equipment</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-Talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Familiarize self with job duties of all positions with section;
- Review MCF planning documents;
- Work with Safety and Security Officer establish protocols for cleaning and disinfection of building, safe clean-up of spills and linen cleaning;
- Appoint persons to unfilled supervised positions;
- Assume all logistical tasks not assigned to other persons.

**Ongoing Duties**

- Obtain brief from sanitation office going off shift;
- Brief all supervised staff on duties and self-protective actions;
- Wear appropriate identification and safety equipment at all times;
- Allocate locker space for worker property and equipment;
- Establish schedules for cleaning of various areas of facility;
- Monitor facility cleanliness;
- Inspect waste receptacles and ensure hazardous and non-hazardous waste is being correctly separated;
- Ensure sanitation resources needed for body fluid cleanup are accessible to all staff;
- Ensure hand cleansers and hand washing material are always accessible;
- Monitor linen supplies and ensure adequate supplies;
- Assist supervised staff with cleaning duties;
- Remain in the facility throughout assigned shift and reachable;
- Prepare off-shift report and fully brief replacement at change of shift;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Remain accessible when off shift;

MCF Job Action Sheet  
 Laundry Worker  
 Copies: 3

Section assignment: Logistics	
Report to: Sanitation Systems Officer	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Retrieve dirty linen from collection points</li> <li>• Wash and fold linen for re-use</li> <li>• Restock clean linen in storage area</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation

**Ongoing Duties**

- Obtain briefing from linen worker going off shift
- Wear appropriate identification and safety equipment at all times;
- Retrieve linen from collection areas and replace empty collection container
- Coordinate with supervisor for obtaining laundry supplies and any money needed for machine operation
- Wash and bleach linen using external facilities if necessary
- Fold linen;
- Restock clean linen storage;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;

## MCF Job Action Sheet

### Janitorial Worker

Copies: 3

Section assignment: Logistics	
Report to: Sanitation Systems Officer	
Supervise: None	
Mission	<ul style="list-style-type: none"><li>• Prepare cleaning solutions and supplies</li><li>• Clean facility daily and restroom areas twice daily</li><li>• Collect and appropriately dispose of waste including hazardous waste</li><li>• Clean spills and body fluids</li></ul>
Equipment	<ul style="list-style-type: none"><li>• N95 masks (3)</li></ul>

#### Initial Duties

- Be familiar with all responsibilities described on this sheet
- Complete orientation

#### Ongoing Duties

- Obtain briefing from janitorial worker going off shift
- Wear appropriate identification and safety equipment at all times;
- Ensure adequate cleaning supplies are available
- Store and prepare cleaning solutions safely
- Clean restroom areas twice per 24 hour period
- Mop floors in all use areas daily
- Clean patient care area daily and between patients
- Clean up spills, including body fluid spills, safely
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Maintenance Officer**  
**Copies: 3**

Section assignment: Logistics	
Report to: Facility Unit Leader	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Ensure physical plant functions are operation</li> <li>• Ensure necessary supplies or parts are available to maintain physical plant</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation
- If unfamiliar with building, conduct facility review and functional assessment

**Ongoing Duties**

- Obtain briefing from maintenance officer going off shift
- Wear appropriate identification and safety equipment at all times;
- Confirm the functioning of all utilities at least once per shift
- Complete a walk through of the physical plant to identify damage, functional problems or hazards
- Review content of supply and spare part inventory and obtain additional items needed or anticipated to be needed soon
- Track expenditures
- Correct any physical plant problems identified
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Materials Supply Unit Leader**  
 Copies: 3

Section assignment: Logistic	
Report to: Logistics Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Manage disposable and durable equipment and supplies (for patient care and administration)</li> <li>• Maintain adequacy of supplies</li> <li>• Maximize supply usage efficiency</li> <li>• Ensure all reusable supplies are cleaned and re-stocked for use</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation
- Inventory supplies and storage facilities

**Ongoing Duties**

- Obtain briefing from Materials Supply Unit Leader going off shift;
  - Wear appropriate identification and safety equipment at all times;
- Receive and store materials required for patient care and administration of site;
- Duplicate forms as needed;
- Track material usage and request additional supplies as needed through logistics chief, ensuring adequate time for re-supply before shortage occurs;
- Ensure supplies are in a storage site that can be secured;
- Control access to sensitive or tightly limited supplies, and issue medical supplies to workers;
- Identify approaches to improve conservation where possible, reviewing safety of any proposed re-use procedure change with safety officer;
- Track and document expenditures;
- Train staff in conservation and re-use procedures;
- Clean re-usable items according to protocol before restocking;
- Recover durable and unused supplies and equipment at the time of facility closure, making material disposition according to instructions received at that time;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Nutritional Supply Unit Leader**  
 Copies: 3

Section assignment: Logistics	
Report to: Logistics Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Ensure access of staff to food and beverage</li> <li>• Ensure patients are fed according to medical orders</li> <li>• Ensure safe food handling and disposal</li> <li>• Maintain food service area</li> <li>• Clean and store food service items</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation
- Obtain needed food service supplies and equipment
- Set up food service area including physical site and needed supplies
- Ensure adequate plans for acquisition of food are in place
- Identify safe storage location for food
- Ensure adequate supplies of water are available on-site at all times

**Ongoing Duties**

- Obtain briefing from Nutrition Supply Unit Leader going off shift
- Wear appropriate identification and safety equipment at all times;
- Wash hands frequently and thoroughly
- Track expenditures
- Follow safe food handling procedures
- Manage food and beverage contractors
- Receive and store food, beverage and food service items
- Ensure sanitary food, beverage and solution preparation and storage
- Ensure food accessibility
- Clean food service area
- Prepare and deliver food for assisted living patients with help of assigned care provider
- Prepare nasogastric solutions under supervision of medical director
- Recover and clean food service items
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

MCF Job Action Sheet  
 Communications Unit Leader  
 Copies: 3

Section assignment: Logistics	
Report to: Logistics Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Provide IT support to users</li> <li>• Provide for setup and troubleshooting of hardware and software</li> <li>• Distribute and recover communications and IT equipment</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-Talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation

**Ongoing Duties**

- Obtain briefing from Communications Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Maintain all communications equipment in working order;
- Setup IT equipment and troubleshoot user, hardware and software problems;
- Distribute portable communication equipment as needed, and ensure all users are familiar with usage and common frequencies;
- Maintain supply of IT equipment not in current use;
- Recovery IT equipment when no longer needed;
- Document expenditures;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any actions or decisions;

**MCF Job Action Sheet**  
**Transportation Unit Leader**  
 Copies: 3

Section assignment: Logistics	
Report to: Logistics Chief	
Supervise: Transport workers	
Mission	<ul style="list-style-type: none"> <li>• Manage movement of patients and remains within the facility;</li> <li>• Arrange travel from the facility.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-Talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Assess resources and physical condition of resources.
- Assign sufficient transportation workers to cover need;
- Assume responsibility for all responsibilities within unit which are not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from Transportation Unit Leader going off shift
- Wear appropriate identification and safety equipment at all times;
- Work with Safety/Security Officer to establish transportation protocols, including safe lifting, safe patient movement, release of patients or remains to receiving care giver, respectful treatment of patients and remains, loading and unloading areas for external transportation;
- Orient supervised workers to task and self-protection measures;
- Ensure transport workers follow all transportation protocols;
- Assess transportation resources and transportation needs;
- Maintain transportation resource area for unused gurneys and wheelchairs;
- Assist transportation workers with patient movement;
- Work with Liaison Officer to secure needed external transportation resources;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
 Transport Workers  
 Copies: 3

Section assignment: Logistics	
Report to: Transportation Unit Leader	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Move patients within the facility;</li> <li>• Load and unload patients from external transportation vehicles;</li> <li>• Move human remains;</li> <li>• Move supplies and equipment as needed.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation

**Ongoing Duties**

- Obtain briefing from Transport Workers going off shift
- Wear appropriate identification and safety equipment at all times;
- Follow all transportation protocols;
- Load onto or unload patients from gurney or wheelchair while ensuring their safety;
- Ensure all personal effects accompany patient;
- Move patients within the facility;
- Move human remains to morgue area with personal effects;
- Move human remains from morgue to external transportation vehicle;
- Assist patient care givers with patient movement in bed or into and out of bed;
- Unload supplies and equipment and move to appropriate storage areas;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

MCF Job Action Sheet  
 Planning Chief  
 Copies: 3

Section assignment: Planning	
Report to: Site Commander	
Supervise: Situation Unit Leader, Labor Pool Unit Leader	
Mission	<ul style="list-style-type: none"> <li>• Situational assessment</li> <li>• Situational projections</li> <li>• Action planning</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 masks (3)</li> </ul>

### Initial Duties

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Assign all supervised positions which are unassigned;
- Assume all duties within section not assigned to supervised personnel.
- Develop working knowledge of all planning documents;

### Ongoing Duties

- Obtain briefing from Planning Section Chief going off shift;
- Wear appropriate identification and safety equipment at all times;
- Brief Site Commander regularly;
- Attend section briefings and identify needed actions;
- Discuss and validate situation projections developed previous shift at section brief;
- Provide briefing to Planning Section Staff at the beginning of each shift;
- Complete proposed action plan after the section briefing, confirm actions with Site Commander and disseminate to staff;
- Supervise work of assigned staff;
- Work with Liaison Officer to remain informed on all incoming information and situation of all sections as shift progresses;
- Develop situation projections for 12, 24 and 48 hours post shift and review with incoming planning chief at change of shift;
- Prepare any required situation reports for Site Commander;
- Manage all statistical data and prepare it for use by those needing it;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Situation Unit Leader**  
**Copies: 3**

Section assignment: Planning	
Report to: Planning Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Retrieve and file all management documents</li> <li>• Retrieve and file patient records</li> <li>• Duplication</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet
- Complete orientation

**Ongoing Duties**

- Obtain briefing from Situation Unit Leader going off shift
- Wear appropriate identification and safety equipment at all times;
- Take minutes for daily briefings and other meetings as assigned;
- Retrieve all management forms, costs records, briefings, situation reports or other records from staff before they leave;
- Perform any needed duplication including blank forms and patient records at transfer or final disposition;
- Assist Planning Chief with preparation of reports;
- Recover patient records when patient is discharged and file;
- Provide for confidentiality of all patient records;
- Work with other staff as a team member;
- Document any change of procedures;

MCF Job Action Sheet  
 Labor Pool Unit Leader  
 Copies: 3

Section assignment: Planning	
Report to: Planning Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Recruit, credential and schedule staff for duty</li> <li>• Log staff in and out of building</li> <li>• Provide of needs of staff while on duty</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Assign all supervised positions which are unassigned;
- Assume all duties within section not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from Labor Pool Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Keep supervisor up-to-date on staffing;
- Track location of staff, logging staff in and out of building;
- Observe staff for signs of illness when reporting for duty;
- Upon recruitment, confirm licensure status of medical director and any other staff acting under a professional health care license;
- Assist Staff Support Unit Leader with meeting needs of staff;
- Schedule staff for duty in advance and provide schedule to all staff;
- Fill gaps in staffing;
- Work with Liaison to recruit additional volunteers to expand available staffing;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Operations Chief**  
**Copies: 3**

Section assignment: Operations	
Report to: Site Commander	
Supervise: Morgue Unit Leader, Triage Unit Leader, Staff Support Unit Leader, General Nursing Care Unit Leader, Dependent Care Unit Leader, Pharmacy Unit Leader	
Mission	<ul style="list-style-type: none"> <li>• Supervise Operations Unit Leaders</li> <li>• Ensure ethical treatment of patients</li> <li>• Project and communicate resource needs for operations section</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Cellular telephone</li> <li>• Walkie-talkie</li> <li>• Full access to command office and equipment</li> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Keep Site Commander updated on status of operations;
- Assign all supervised positions which are unassigned;
- Assume all duties within section not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from Operations Chief going off shift;
- Wear appropriate identification and safety equipment at all times;
- Brief Site Commander regularly;
- Attend section briefings and identify needed actions;
- Provide briefing to Operations Section Staff at the beginning of each shift;
- Ensure the ethical treatment of all patients;
- Work with Medical Director to assess facility needs for patient care;
- Work with Planning Chief to make projections on facility usage, including expansion and contraction of bed space;
- Work with Logistics Chief to obtain needed resources to maintain patient care;
- Assist unit leaders with problem solving and situational assessment;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Morgue Unit Leader**  
**Copies: 3**

Section assignment: Operations	
Report to: Operations Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Assist with movement of remains to morgue area</li> <li>• Manage morgue</li> <li>• Ensure correct identification stays with body</li> <li>• Complete death registration documentation</li> <li>• Arrange of pickup of bodies by morgue team</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;

**Ongoing Duties**

- Obtain briefing from Morgue Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Track location of all remains that are in the facility;
- Assist Transport Workers with movement of remains to morgue area;
- Ensure that each body moves retains identification and correct paper work accompanies remains from facility;
- Complete death documentation;
- Assist medical director with notification of families and track date/time and family member to whom notification is given;
- Provide information to families regarding community policies for access to remains;
- Ensure all personal belongings accompany remains from facility;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Ensure respectful treatment of remains throughout the facility;
- Keep remains covered and out of view;
- Restrict access to morgue to senior staff and transport workers;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Triage Unit Leader**  
**Copies: 3**

Section assignment: Operations	
Report to: Operations Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Assess each patient that presents for admission criteria</li> <li>• Ensure all needed records and medications are obtained for each patient at time of admission;</li> <li>• Perform preliminary completion of documentation</li> <li>• Provide admission information and assistance to Medical Director</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;

**Ongoing Duties**

- Obtain briefing from Triage Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Work with Medical Director to establish protocols for patient assessment specific to current triage criteria;
- Ensure triage criteria and admission access is applied without prejudice or preference;
- Ensure triage is setup near entry area and away from acute care area with all needed documents, assessment tools and patient care items;
- Contact security or any other available staff for support in dealing with aggressive or threatening situations;
- Educate families bringing patients for care regarding facility policies and limitations;
- Contact Transport Workers and supervise safe transfer of patient from arriving vehicle;
- Assess each patient presenting to the facility from the community for admission criteria including obtaining and documenting history and vital signs;
- Make additional contacts regarding patient if needed to complete assessment;
- Ensure all needed medical records and patients personnel medication are available at admission;
- Consult with Medical Director regarding each patient presenting for admission.
- Assist Medical Director with his or her physical exam, admission documentation and any invasive procedures;
- Keep Master Patient Record updated, with patient bed assignments;
- Ensure discharged patients or family receive instructions for continuing care;
- Prepare updated printed copy of Master Patient Record (bed number and Name) for use by Medical Director on shift rounds and update patient status in patient tracking system.
- Ensure chart accompanies patient to care site;
- Notify Pharmacy Unit Leader of admission orders for medication and deliver medication brought in by family;

- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Staff Support Unit Leader**  
 Copies: 3

Section assignment: Operations	
Report to: Operations Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Assessment mental, emotional and physical condition of staff</li> <li>• Remove impaired staff from duty</li> <li>• Ensure that staff have adequate rest breaks and take nutrition and hydration;</li> <li>• Observe staff for compliance with personal protection</li> <li>• Provide opportunity for staff to discuss feelings, stress and needs</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;

**Ongoing Duties**

- Obtain briefing from Staff Support Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Keep Labor Pool Unit Leader notified of staff who become unable to work;
- Observe staff for signs of illness and observe them for compliance with use of personal protective equipment and behaviors;
- Assess physical, emotional and mental well being of staff and remove staff from duty if impaired;
- Ensure staff take adequate breaks, nutrition and hydration;
- Meet the mental, emotional and physical needs of staff to the extent possible;
- Assess staff for stress arising from presence of family members in MCF and advise Labor Pool Unit Leader and General Nursing Care Unit Leader regarding assignment;
- Assess staff for stress related to family at home and assess for grief related to family or friend death;
- Observe interaction and seek to maintain interpersonal communication at a constructive level;
- Mediate conflict and defuse abnormal or inappropriate interactions between staff, including working with Labor Pool Unit Leader to ensure reassignment;
- Provide opportunity for staff to discuss feelings, stresses and needs in a confidential setting, and in a group setting if needed;
- Refer staff to professional assistance such as MCF chaplain or professional mental health worker;
- Maintain confidentiality of all staff communications unless there is danger to the staff member, other staff or patients;
- Work with supervisory staff to develop atmosphere of mutual support and concern of staff for each other;

- Maintain awareness of staff of availability of chaplaincy assistance for patients, other staff members or self, and work with liaison to arrange chaplain access;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Maintain a level of external world awareness and provide guidance to Operations Chief regarding information which should be communicated to all staff;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**General Nursing Care Unit Leader**  
 Copies: 3

Section assignment: Operations	
Report to: Operations Chief	
Supervise: Care Providers	
Mission	<ul style="list-style-type: none"> <li>• Manage acute patient care area</li> <li>• Make assignments of care providers to patients</li> <li>• Assess adequacy of staffing to provide minimal acceptable care</li> <li>• Allocate provide care time to palliative patients as available or necessary</li> <li>• Maintain situational awareness of all patients in acute care area and possible status change</li> <li>• Maintain situational awareness of all patient care staff in acute care area</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Assign all supervised positions which are unassigned;
- Assume all duties within unit not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from General Nursing Care Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Assess staffing adequacy and keep Operations Chief and Labor Pool Unit Leader up-to-date;
- Determine frequency of some types of care, such as bathing, based on staffing capacity;
- Assess residual capacity to care for additional patients and communicate needs to Operations Chief regarding resources needed for expansion;
- Assist Medical Director with rounds, completing documentation of each patients as they are seen and tracking actions which Medical Director needs to follow-up with for specific patients;
- Notify Pharmacy Unit Leader of any changes in orders that affect medication;
- Assign Care Providers in teams to two to patients;
- Assign inexperienced staff to mentorship training by most capable staff;
- Assess capability of staff ensuring at least one member of each team is well trained and performs well;
- Observe staff for signs of illness;
- Observe staff for correct use of personal protective equipment and application of self-protective behaviors include safe lifting and avoiding contamination of self;
- Ensure procedures are followed which fulfill infection control policy;
- Supervise administration of medication, discussing any concerns with Medical Director or notify Medical Director when it is time for him or her to administer medication;
- Ensure all patients are treated ethically and without prejudice or preference;

- Maintain situational awareness of all acute floor patients including acute needs and change in status;
- Notify Medical Director regarding any suspected change in status of patients in the acute care area;
- Notify Medical Director of death then arrange transport of remains to morgue area after death is pronounced;
- Assist Staff Support Unit Leader with staff assessment and with meeting needs of patient care staff;
- Work with Staff Support Unit Leader to intervene and troubleshoot problematic or inappropriate staff interactions;
- Assist patient care staff with duties as time permits;
- Provide encouragement and feedback to patient care staff, radiating sense of calm and satisfaction with providing the best care that resources permit;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

**MCF Job Action Sheet**  
**Dependent Care Unit Leader**  
 Copies: 3

Section assignment: Operations	
Report to: Operations Chief	
Supervise: Care Providers as needed	
Mission	<ul style="list-style-type: none"> <li>• Manage assisted living area</li> <li>• Assist patients in assigned area and obtain additional care staff if needed</li> <li>• Maintain situational awareness of all patients in assisted living area and possible status change</li> <li>• Periodically assess social situation and function status for discharge</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;
- Assign all supervised positions which are unassigned;
- Assume all duties within unit not assigned to supervised personnel.

**Ongoing Duties**

- Obtain briefing from Dependent Care Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Assess staffing adequacy and keep Operations Chief and Labor Pool Unit Leader up-to-date;
- Assess residual capacity to care for additional patients and communicate needs to Operations Chief regarding resources needed for expansion;
- Assist Medical Director with rounds, completing documentation of each patients as they are seen and tracking actions which Medical Director needs to follow-up with for specific patients;
- Assist patients with personnel care including physical, mental and emotional needs;
- Supervise at least one Care Provider and request assignment of additional staff if needed;
- Observe staff for signs of illness;
- Observe staff for correct use of personal protective equipment and application of self-protective behaviors include safe lifting and avoiding contamination of self;
- Ensure procedures are followed which fulfill infection control policy;
- Supervise administration of medication, discussing any concerns with Medical Director or notify Medical Director when it is time for him or her to administer medication;
- Ensure all patients are treated ethically and without prejudice or preference;
- Maintain situational awareness of all assisted care patients including acute needs and change in status;
- Notify Medical Director regarding any suspected change in status of patients in the assisted care area;
- Assist Staff Support Unit Leader with staff assessment and with meeting needs of patient care staff;

- Work with Staff Support Unit Leader to intervene and troubleshoot problematic or inappropriate staff interactions;
- Provide encouragement and feedback to patient care staff, radiating sense of calm and satisfaction with providing the best care that resources permit;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;

MCF Job Action Sheet  
 Care Provider  
 Copies: 3

Section assignment: Operations	
Report to: General Nursing Care Unit Leader or Dependent Care Unit Leader as assigned	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Provide care to assigned patients</li> <li>• Maintain hydration, nutrition and hygiene</li> <li>• Turn patients every two hours who cannot move themselves</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;

**Ongoing Duties**

- Wear appropriate identification and safety equipment at all times
- Follow procedures for self protection;
- Notify supervisor regarding any concerns about the patient, their status or their invasive equipment;
- If in doubt about any situation, condition, or procedure ask supervisor;
- Follow infection control procedures
- Maintain privacy of patient when exposing them;
- Maintain confidentiality of patients in facility;
- Change bedding when soiled, cleaning patient as instructed;
- Bathe patients on a schedule determined by supervisor;
- Ensure fluids, whether IV, NG or oral are given as scheduled
- Provide nutrition as indicated by orders;
- Administer medication under supervision of supervisor;
- Discuss any staffing concerns with supervisor;
- Work with other staff as a team member;

MCF Job Action Sheet  
 Pharmacy Unit Leader  
 Copies: 3

Section assignment: Operations	
Report to: Operations Chief	
Supervise: None	
Mission	<ul style="list-style-type: none"> <li>• Acquire, store and provide medications needed by patients</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• N95 masks (3)</li> <li>• Walkie-talkie</li> </ul>

**Initial Duties**

- Be familiar with all responsibilities described on this sheet;
- Complete orientation;

**Ongoing Duties**

- Obtain briefing from Pharmacy Unit Leader going off shift;
- Wear appropriate identification and safety equipment at all times;
- Acquire medications ordered, obtaining physician prescription if necessary;
- Organize and maintain medication for each patient separately;
- Maintain a medication sheet for each patient listing the medications ordered, dose and time of administration;
- For those patients with medication prescribed, prepare a small cup labeled with patient name and medication(s) containing the appropriate dosages (crushed if necessary) to be delivered at the appropriate time;
- Compulsively ensure that medication is prepared for the correct patient in the correct dosage and correctly label, as ordered by Medical Director;
- Place medication for bank of patients in order on tray for pickup by patient care staff;
- Ensure complete cleaning of mortar and pestle after crushing medication for a given patient dosage;
- Ensure documentation is complete and filed with Situation Unit when no longer needed;
- Work with other staff as a team member;
- Document any change of procedures;