# Letter to GPs – COVID-19 Outbreak Preparedness

Below is a sample letter for sending to GPs and other primary care providers now to let them know your COVID-19 outbreak preparedness activities.

**Please edit as appropriate for your facility and your situation.**

 [Facility Letterhead]

……/……/……

**Respiratory outbreak preparedness at [Facility Name]**

Dear doctor,

COVID-19 in residential aged care facilities is a hot topic.

As you are an essential member of our care team, we would like to share with you our activity to prepare our facility to prevent an outbreak of respiratory illness, and our plans to care for any resident that does develop a respiratory illness.

We *have developed/are developing an Outbreak Management Plan. We would appreciate your review and feedback/assistance in development of the plan. The plan can be found online here (insert link).*

PHT is collecting, collating and sharing the contact details of all the GPs involved with our facility, which of our doctors are willing and able to clinically assess and care for patients with COVID-19, and their preferred method of contact and contact details. We appreciate your assistance with providing this information.

We *are* *reviewing/have reviewed* all residents to ensure they have up to date Aged Care Directives and Goals of Care. If these plans are not complete, we will contact you for assistance in finalising these. We are also updating the next of kin details for all residents.

We *are* *reviewing/have* *reviewed* all residents to ensure their influenza and pneumococcal immunisations are up to date.

All visitors to our facility *must sign in on arrival, provide their contact details, declare whether they have travelled recently, and advise if they have cold or flu-like symptoms.*

*We have trained x staff to be able to take a respiratory swab if symptoms develop. We will contact you if a swab is required, so you can authorise the test.*

Our staff *are attending/have attended* education events on infection prevention and control and the use of PPE.

We are currently assessing *which of our staff work in more than one workplace and which of our staff are high risk for severe illness with COVID-19, and are putting appropriate measures in place.*

We are regularly reviewing our PPE use and stock.

We have taken the following actions to ensure we can isolate residents if they develop symptoms: *(edit this section as required – some actions are included as examples)* all of our residents have a single room; for residents in shared rooms, a single room has been prepared; we have a plan to cohort residents if required.

We remind you that your key contact person in our facility is *(provide name, job title and contact details, including in hours and after hours)*.

Please do not hesitate to contact us if you have any questions or concerns.

Yours sincerely,

**[Name]**

[Position]

[Facility/Organisation]