

Supplementary File 2

Nursing home COVID-19 preparedness checklist					
Follow-up conversation note taking template					
1. Institution					
Name		COVID 70+ ID		Start (h:m)	
Institution's representative		Date		End (h:m)	
COVID 70+ representative					
NOTES					
(The notes should focus on the aspects of each of the areas covered in checklist and provide additional information on the difficulties in implementing measures, diagnosis of current needs and potential solutions)					
1. Personnel structure					
Management (e.g. unit directors, coordinators)			Medical staff		
Administrative support (e.g. human resources, secretariat)			Nursing staff		
General support (e.g. drivers, maintenance, security)			Health care assistants		
Others			Other care providers (e.g. nutritionist, therapists, social support)		
General remarks					
2. Structure for planning and decision making					
3. COVID-19 contingency plan					
4. Elements of a COVID-19 plan					
4.1. General					
4.2. Outbreak capacity					
4.3. Communication					
4.4. Supplies and resources					
4.5. Education and training					
4.6. Occupational health					
4.7. Identification and management of ill residents					
4.8. Access control					
5. Identification of rapid implementation measures and respective prioritization given the characteristics of the facility.					
6. Further comments from the COVID 70+ project representative					