

COVID-19 Activity Reporting Tips for MRC Unit Leaders

- **General:**
 - If a response encompasses several different missions (e.g., COVID-19 drive-through testing support and medical surge at long-term care facilities), it is best to add each mission as an individual activity in the MRC reporting system.
- **Incident/Event Name:** The incident/event name should be concise, but descriptive. The incident/event name should give an indication of the type of activity in which the unit participated (e.g., COVID-19 Contact Tracing Support at ABC Health Department). If the activity is COVID-19 related, please put **COVID-19** in the incident/event name.
- **Description and Impact Statement:** Write a clear and concise description of the incident/event. Include details such as what occurred, which types of agencies were present, what role MRC volunteers played, and the community impact/metrics, if possible (e.g., # of community members tested, # of PPE kits distributed, # of health department visitors screened). Be as concise as possible while still being thorough and descriptive.
- **Start/End Dates:** Depending on the activity, start and end dates may be the same or, for activities longer than one day, the start/end dates may be different. We understand that the COVID-19 response is unique in that many unit activities have a lengthy duration, sometimes spanning several weeks or months. In those cases, if helpful for reporting and administrative record-keeping purposes, units may consider reporting the activity in shorter time intervals (e.g., on a monthly basis).
 - For example, if the unit assisted with COVID testing each day from March 15 – May 31, they may choose to enter their efforts as three separate activities with the following date ranges:
 - March 15 – March 31, 2020
 - April 1 – April 30, 2020
 - May 1 – May 31, 2020
- **Total Number of Volunteers:** If the duration of an activity is multi-day, please ensure that the total number of volunteers entered is an unduplicated count (i.e., the number entered represents the total number of *unique* volunteers involved in that activity).
 - For example, a unit supported a 5-hour call center shift every Monday through Friday for a two-week duration
 - *Volunteer A supports Mondays, Wednesdays, and Fridays*
 - *Volunteer B supports Tuesdays and Thursdays*
 - *Volunteer C supports Mondays and Fridays*
 - The **Total Number of Volunteers** for that call center activity is 3 volunteers
 - The **Total Number of Volunteer Hours** is 70 hours (Volunteer A = 30 hours, Volunteer B = 20, Volunteer C = 20)
- **Stand-by Activities:** If volunteers are placed on stand-by, please ensure the number of volunteers and hours recorded reflect those actively involved in stand-by activities. Hours should not be recorded for time the unit is in standby status and no activities are taking place.
 - For example, if a unit is placed on stand-by and volunteers assist with preparation activities (e.g., inventorying supplies, training, site set-up), please report the number of volunteers and all hours associated with those preparation activities.

- **Compensated Volunteers:** If there are MRC unit activities that include compensated volunteer time (and zero hours of donated time), we ask that you report those activities on the non-emergency side of the reporting system, which allows you to include the description of the activity and the total number of MRC volunteers who participated, yet report zero hours of donated time.
 - For example, if three MRC volunteers assist at a long-term care facility from June 10 – June 13, and are compensated by the facility for their time, please enter the activity on the non-emergency side of the reporting system in the following manner:
 - **Start Date:** June 10, 2020
 - **End Date:** June 13, 2020
 - **Incident/Event Name:** COVID-19 Medical Surge Support at Long-Term Care Facility
 - **Description/Impact Statement:** Three nurse volunteers provided COVID-19 medical support at a local long-term care facility due to staffing shortages. The nurses provided patient care and assisted with screening for COVID-19 symptoms. The nurses staffed three shifts for 12-hours each.
 - **Total Hours:** 0
 - **Total Volunteers:** 3
- **Editing Unit Activities:** As a reminder, you can go back at any time and edit an activity in the reporting system – even previously submitted activities.
 - Once you are logged into your unit profile, scroll down to the Unit Activities tab, expand the section, and then click on “Add/Edit Activity.”
 - From there, click on the activity you want to change.
 - A pop-up box will appear where you can click “Edit” on the bottom left side and then edit any activity fields necessary.

If you have any questions, please reach out to your [MRC Regional Liaison](#) for discussion and clarification.