# Agenda: COVID-19 Response Hotwash

# [Insert name of group being hotwashes]

Date: MM/DD/YYYY

## Welcome / Introductions

## Review Ground Rules

* Active participation is encouraged.
* Everyone’s views have equal value.
* Try to avoid placing blame.
* Be open to new ideas.
* Be creative in proposing solutions.
* Recommend possible improvement approaches.
* Any additions?

## Purpose of the [Insert name of group being hotwashed]

[Insert scope or purpose statement here]

## Review what happened (what went well/didn’t go well)

* Generally, overall, what went well?
* What were the challenges this group encountered?

### Other areas to examine:

* [list other areas for discussion here]

## Causes or Contributing Factors of Identified Challenges?

* Can you identify what some of the causes were for the challenges this group encountered?

## Health Equity Response Conversation:

For communities most impacted by inequities, including populations of color, American Indian, LGBTQIA+, disability communities, and others including populations with access or functional needs: (Access or functional needs include, but are not limited to, people who might need help with maintaining independence, communication or interpreter services, transportation, supervision such as adult day care needs, or medical care.)

* What positive impact on equity and inclusion did your response area have?
* What adverse impacts or unintended consequences did your response area have?
	+ How could adverse impacts have been prevented or minimized?
* What are better ways to reduce disparities and advance equity within the response efforts?
	+ What could be changed or done differently to ensure positive impacts on equity and inclusion?

## Innovation or Promising Practices

* What did your group do that has never been done before?

## Wrap Up/Close Out and Responder Resources

Hotwash follow-up online survey: Select [insert name of hotwash group here] for item # 1

Hotwash survey URL: https://www.surveymonkey.com/r/W2NMKTW

[https://www.vdh.virginia.gov/workforce-wellness/](https://www.vdh.virginia.gov/workforce-wellness/%22%20%5Ct%20%22_blank)

Focuses on Behavioral Health Staff Wellness, providing tools and resources that support the individual, the team, and the organization for all responder levels to the COVID-19 Pandemic. Website offers factsheets, tips, recordings of past presentations, and a list of upcoming live facilitated webinars. Resources are continually being added. Check the website weekly.