



COVID Preparedness Checklist

SECTION 1: INFECTION CONTROL		Ready	Priority
1	Hand washing facilities are clean, available and access is clear		
2	ABHR is available (minimum 60% alcohol)		
3	Detergent or detergent wipes are available for general environmental cleaning of surfaces		
4	Approved disinfectant (bleach product or other hospital-grade disinfectant active against viruses) is available		
5	Correct dilution/refreshing of disinfectant every 24 hours		
6	Alcohol-impregnated wipes are available for sensitive equipment		
7	Designated housekeeping staff		
8	There is a documented cleaning checklist		
SLUICE			
9	The dirty utility or sluice area is visibly clean and tidy		
10	There is a designated hand wash basin in this room, with soap and paper towels present		
11	There is a facility to safely sanitise equipment e.g. bedpans/urinals /bowls		
12	There is PPE available and used in this room		
WASTE MANAGEMENT			
13	There is correct segregation of waste including a hazardous waste stream provision and yellow bags		
14	Infectious/medical waste bins with foot-controlled lids are available		
15	Waste bags awaiting collection are stored in a non-public area		
16	ABHR/HWB is available for use after handling waste		
SOILED LINEN			
17	Linen bags are secured and stored in a secure area for collection		
18	Soiled linen from isolation rooms is handled/launched separately		
19	Staff working in laundry do not provide resident care		
20	Dirty and clean linen is segregated		
21	Personal clothing is laundered separately for each resident		
22	Laundry wash cycles use the hot wash option consistently		
23	Hand hygiene and personal protective equipment is available		

Comments:



SECTION 2: RESIDENTS' ROOMS		Ready	Priority
Standard: Facilities and appropriate products are available to ensure effective hand hygiene and standard precautions are undertaken.			
24	ABHR is available in each resident's room		
25	Disposable gloves are available in a range of sizes		

Comments:

SECTION 3: EQUIPMENT		Ready	Priority
Standard: Patient care equipment will be cleaned/decontaminated and stored safely, and appropriate resources made available to minimise the risk of cross infection			
26	Manual handling sheets, hoist slings and slides are cleaned between residents		
27	Commodes/shower chairs are individually assigned or disinfected between residents		

Comments:

SECTION 4: COMMUNAL RESIDENT AREAS		Ready	Priority
Standard: Communal resident areas shall be maintained appropriately to minimise the risk of cross infection.			
28	Are bathrooms/toilets shared between residents?		
29	How are residents in isolation showered/toileted		
30	Toilets are visibly clean		
31	Bathroom areas are free from communal items that may be contaminated e.g. creams, talc		
32	Showers are clean, intact and free from mould		
33	Linen is not stored on open shelves in bathroom areas		
34	Staff have a separate toilet from residents		
35	There is a shower available for staff use		

Comments:



SECTION 5: STANDARD AND TRANSMISSION-BASED PRECAUTIONS			
Standard: Care will be planned for individual residents using the precautions necessary to prevent the spread of infection, considering the needs of the resident and other residents		Ready	Priority
36	Sufficient PPE stock on hand		
37	PPE donning/doffing areas are identified		
38	Staff have received training in donning/doffing PPE		
39	Disposable gloves, aprons and gowns are available/worn		
40	Surgical/N95 masks are available/worn		
41	Safety glasses/protective eyewear is available/worn		
42	The correct transmission-based precautions signage is available and used appropriately		
43	Eye protection is cleaned and disinfected after use		
44	Clinical staff have been fit tested for N95 masks		

Comments:

Section 6: KITCHEN AND FOOD / BEVERAGE FACILITIES			
Standard: Kitchen and food handling areas conform to Food Safety Authority guidelines		Ready	Priority
45	Kitchen staff are not involved in resident care or laundry		
46	There are hand hygiene facilities available		
47	Are there any filtered water units available in the facility?		
48	Is the filtered water unit serviced six-monthly and cleaned daily?		

Comments:



Section 7: COVID-19 OUTBREAK MANAGEMENT		Ready	Priority
49	The facility has identified an IPC representative. Name:		
50	This person has received IPC education. Comment:		
51	Have you tested the OMP in a drill?		
52	Are sufficient uniforms/scrubs available during an outbreak?		
53	Are uniforms laundered commercially? Comment:		
54	Staff know how to launder their uniforms/clothing safely at home		
55	There is sufficient IT capacity including access to Microsoft Teams or Zoom		
56	Internet Wi-Fi is functioning and with a good quality signal		
57	What % of staff are fully vaccinated against COVID-19?		
58	What % of residents are fully vaccinated against COVID-19?		
59	Have your staff received outbreak management training?		
60	Have you reviewed the management of any residents with prescribed nebulisers or CPAP/BiPAP?		
61	Is there a plan regarding location management of residents if an outbreak occurs?		
62	Do you have a plan for rostering reduced numbers?		
63	Are you able to access resident details and are they current?		
64	Has an internal or external audit been conducted for IP?		

Comments:

Section 8: OUTBREAK DOCUMENTATION		Ready	Priority
65	A COVID-19 outbreak management plan is available		
66	There is a comprehensive facility information package for re-deployed staff		
67	There is a communication plan		
68	DHB Planning and Funding liaison person identified		
69	Staffing contingency plan available		
70	Can areas be broken into independent work 'bubbles'?		
71	Public Health contact details known		
72	A floor plan of the facility can be provided electronically		
73	Do you have information for resident rooms and door signs ready?		

Comments:

References:

This checklist is an adapted version of the SDHB First 24 Hours Checklist, available online at

https://www.southernhealth.nz/sites/default/files/2021-12/SDHB%20First%2024%20hrs%20Checklist_0.pdf

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- Infection Prevention & Control Service CDHB, Environmental Audit tool
- NZS 8134.3:2008 Health and Disability Services (Infection Prevention and Control) Standards
- AS/NZS 4146:2000 Laundry Practice
- AS/NZS 4187:2014 Reprocessing of Reusable Medical devices in health service organisations
- CDC Guidelines for Environmental Infection Control in Health-Care Facilities (2003)