**Sunnybrook North Toronto Infection Prevention and Control (NT IPAC) COVID-19 Preparedness Checklist**

Use this infection prevention and control (IPAC) COVID-19 preparedness checklist to guide your review of current practices in your facility.

Please note the NT IPAC team is available for consults offering general advice, suspected/confirmed outbreak management, on-site assessments and staff training, and can be reached at [northtorontoIPAC@sunnybrook.ca](mailto:northtorontoIPAC@sunnybrook.ca). If an outbreak is suspected, the NT IPAC team will engage and collaborate with Toronto Public Health.

|  |  |  |
| --- | --- | --- |
| **Action** | **Description** | **Completed?** |
| **Implement and enforce healthy workplace policies** | Policies are in place and expectations reinforced in maintaining a healthy workplace (e.g., sick policies, immunization policies, hand hygiene policies, personal protective equipment policy) |  |
| **Conduct active surveillance** | Active surveillance in place:   * Screening for visitors * Staff screening * Clients/residents/patients (c/r/p) screening * [Additional Precautions signs](http://northtorontooht.ca/wp-content/uploads/2020/03/PR-60368-STOP-Droplet-and-Contact-Precautions_11x17_1UP-1.pdf) available for posting on rooms where there are symptomatic c/r/p * Symptom [signage posted](http://northtorontooht.ca/wp-content/uploads/2020/03/PR-47758-visitors-symptoms.pdf), as needed |  |
| **Provide immunization** | Immunize staff, essential caregivers and c/r/p, as the vaccine available |  |
| **Check clinical wipes and routine cleaning/ disinfecting products** | Clinical wipes (used by healthcare providers for equipment) and routine cleaning/disinfecting products (used by environmental services) are approved by [Health Canada](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html) |  |
| **Use disinfectants as directed** | Disinfectants are used according to manufacturers’ directions. Tips for effective cleaning and disinfection. |  |
| **Provide staff education** | Staff are provided with education/in-services on cleaning and disinfection methods, products etc. All products are properly labelled. |  |
| **Make waterless hand hygiene products available** | Waterless hand hygiene products available and approved by [Health Canada](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html) and contain a minimum of 70% alcohol; Provincial Infectious Diseases Advisory Committee ([PIDAC](https://www.publichealthontario.ca/-/media/documents/B/2014/bp-hand-hygiene.pdf?la=en)) hand hygiene guidance |  |
| **Action** | **Description** | **Completed?** |
| **Stock supplies for designated handwash sinks** | Designated handwash sinks are provided with hot and cold running water, liquid hand soap and disposable paper towels |  |
| **Make hand hygiene products easily accessible** | Hand hygiene products are accessible in all client/resident/patient care areas, as well as staff breakrooms |  |
| **Minimize use of shared equipment** | Minimize the use of shared equipment or disinfect properly between each use |  |
| **Remove furniture/ equipment that is difficult to clean** | Remove any furniture/equipment that cannot be easily cleaned and disinfected in shared spaces (e.g., fabric couches/loungers, cloth wheelchairs that are not dedicated) |  |
| **Ensure staff can access approved personal protective equipment (PPE)** | Staff have access to approved PPE:   * Medical surgical/procedure masks – example ASTM 1-3 rated * Fit-tested, seal checked N95 respirators * Staff are trained to [don/doff N95 respirators](http://northtorontooht.ca/wp-content/uploads/2020/03/Donning_doffing_Mask_v3.pdf) * Level 1 or greater isolation gowns AAMI/ASTM/CSA rated * Medical gloves * Eye protection * Staff are trained on how to [don/doff PPE](http://northtorontooht.ca/wp-content/uploads/2020/04/PR-60364-Safe-Removal-of-PPE-to-Exit-Room-Without-Anteroom-200407.pdf) |  |
| **Maximize PPE conservation strategies** | PPE conservation strategies safely maximized:   * Extended use of universal mask policy (surgical/procedure or N95 respirator); no reuse of N95 respirators once doffed * [Extended use of universal eye protection,](http://northtorontooht.ca/wp-content/uploads/2020/10/Use-and-Maintenance-of-Approved-Eye-Protection-during-the-COVID-19-Pandemic_FINAL.pdf) if applicable * View [conservation video](https://www.youtube.com/watch?v=E3_Ie-UUoto) |  |
| **Create and maintain safe break and office areas** | Safe break areas and office area maximized:   * Break room capacity posted * Break room cleaning/maintenance * Physical distancing measured to be 2 meters apart and demarcated with identifiers * Only provide seating for the capacity of the room (remove extra chairs) * All furniture constructed of a cleanable material * Cleaning/disinfecting wipes provided * Alcohol-based hand hygiene product provided * Clutter/shared spaces such as lockers eliminated or mitigation strategies employed * No eating outside of areas designated for staff breaks |  |
| **Action** | **Description** | **Completed?** |
|  | * Hydration areas on clinical units may be established if necessary, with consultation from NT IPAC |  |
| **Ensure IPAC standards are being maintained** | Review all clinical areas routinely:   * “open drawers and doors” in all clinical areas to ensure that good IPAC standards are being maintained. Examples:   + no eating or drinking in clinical areas   + spot checks to ensure staff are appropriately wearing PPE   + sterile/clean products are properly stored/used/maintained   + clean items stored separately from dirty items   + clean supplies that enter a c/r/p room remain dedicated to that individual   + dispense clean products such as large volume lotions in a manner that prevents contamination by decanting smaller volumes for individual use   + Review all social activities to determine what needs to be cancelled, modified or maintained (space capacity, consider if the materials used can be cleaned/disinfected or disposed, number of people, activities that increase breathing rates, activities that can be modified to be held via virtual methods, etc) * “walk and talk” by selecting staff in their regular/routine activities and observing their workflow to ensure practices are compliant with expectations and policies (select staff from every profession) * Assign PPE buddies to help support each other in the correct donning/doffing procedures * Request support from the NT IPAC team for a workplace assessment |  |
| **Provide staff training/ awareness** | Provide staff training/awareness, supplementary options include:   * Staff are aware of [aerosol generating medical procedures](http://northtorontooht.ca/wp-content/uploads/2020/09/32046_agmp-ap2-1.pdf) (AGMPs) * Staff are trained on the 4 moments of hand hygiene * Provide awareness regarding masks do’s and don’ts * Healthcare provider [IPAC training](https://www.centennialcollege.ca/programs-courses/schools/school-of-community-and-health-studies/preventing-and-controlling-infections-in-non-acute-care-settings-course/) for non-acute care settings * Free Public Health Ontario Healthcare provider [IPAC training](-%09https:/www.publichealthontario.ca/en/education-and-events/online-learning/ipac-courses) * Tailored training with NT IPAC team |  |
| **Action** | **Description** | **Completed?** |
| **Provide IPAC training to essential caregivers** | Essential caregivers are trained in IPAC. [McMaster](https://mcmastercce.ca/infection-prevention-and-control/) University provides a free online training module. |  |
| **Designate an IPAC Champion if needed** | Designate an IPAC Champion if you do not have a regular full-time staff member providing oversight for IPAC |  |
| **Establish outbreak communication plan** | Establish a communication plan that includes how the facility will manage an outbreak (e.g., townhall information sessions for families/c/r/p, email newsletters, virtual verses in-person, signage, etc.). See outbreak response checklist to ensure preparedness. |  |