

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. 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: <ul style="list-style-type: none"> - Screening for visitors - Staff screening - Clients/residents/patients (c/r/p) screening - Additional Precautions signs available for posting on rooms where there are symptomatic c/r/p - Symptom signage posted, 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	
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 and contain a minimum of 70% alcohol; Provincial Infectious Diseases Advisory Committee (PIDAC) 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: <ul style="list-style-type: none"> - Medical surgical/procedure masks – example ASTM 1-3 rated - Fit-tested, seal checked N95 respirators - Staff are trained to don/doff N95 respirators - Level 1 or greater isolation gowns AAMI/ASTM/CSA rated - Medical gloves - Eye protection - Staff are trained on how to don/doff PPE 	
Maximize PPE conservation strategies	PPE conservation strategies safely maximized: <ul style="list-style-type: none"> - Extended use of universal mask policy (surgical/procedure or N95 respirator); no reuse of N95 respirators once doffed - Extended use of universal eye protection, if applicable - View conservation video 	
Create and maintain safe break and office areas	Safe break areas and office area maximized: <ul style="list-style-type: none"> - 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 	

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	<ul style="list-style-type: none"> - Hydration areas on clinical units may be established if necessary, with consultation from NT IPAC 	
<p>Ensure IPAC standards are being maintained</p>	<p>Review all clinical areas routinely:</p> <ul style="list-style-type: none"> - “open drawers and doors” in all clinical areas to ensure that good IPAC standards are being maintained. <p>Examples:</p> <ul style="list-style-type: none"> o no eating or drinking in clinical areas o spot checks to ensure staff are appropriately wearing PPE o sterile/clean products are properly stored/used/maintained o clean items stored separately from dirty items o clean supplies that enter a c/r/p room remain dedicated to that individual o dispense clean products such as large volume lotions in a manner that prevents contamination by decanting smaller volumes for individual use o 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 	
<p>Provide staff training/awareness</p>	<p>Provide staff training/awareness, supplementary options include:</p> <ul style="list-style-type: none"> - Staff are aware of aerosol generating medical procedures (AGMPs) - Staff are trained on the 4 moments of hand hygiene - Provide awareness regarding masks do’s and don’ts - Healthcare provider IPAC training for non-acute care settings - Free Public Health Ontario Healthcare provider IPAC training - Tailored training with NT IPAC team 	

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Provide IPAC training to essential caregivers	Essential caregivers are trained in IPAC. McMaster 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.	