



Daily Site COVID-19 Prevention Checklist Long-Term Care & Assisted Living

Purpose of the Checklist:

Part of preventing COVID-19 outbreaks is ensuring that best practices and protocols are in place each day. This checklist is designed to support your site readiness alongside the Fraser Health Prevention Assessment Tool (formerly Prevention Audit Tool).

Items selected have been identified by Infection Control Specialists and Regional Clinical Nurse Educators as High Risk items and have been found to be factors of transmission based on a review of COVID-19 outbreaks to date.

How to use this Checklist:

- Identify a site lead or team of leads to complete this checklist daily
- Perform a visual inspection of the care home
- Review all action plans from the most recent Prevention Assessment Review
- Review the checklist below and answer all questions
- Make notes on areas requiring attention
- Reminder: this checklist is for your site use. Please retain copies of daily checklist in the event that they are requested from Fraser Health



Daily Site COVID-19 Prevention Checklist (Long-Term Care & Assisted Living)

Site Name:	Date:	Completed by:	
COVID-19 Prevention Strategies	Status		Notes/Follow Up Actions
	Yes	No	
Daily Huddle			
Is a team huddle occurring on each shift? <i>see Huddle Guide for details</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Screening and Symptom Monitoring			
Is active screening in place for all staff, residents, visitors and contractors at facility entrance?	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Hygiene			
Are staff reminded to check for empty ABHR and refill as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff observed to be using proper hand hygiene (according to the 4 moments of hand hygiene)?	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment (PPE)			
Are staff wearing PPE appropriately (e.g. eye protection, procedure mask, N95 for AGP as per IPC guidance, doffing gloves after each patient with appropriate hand hygiene)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an adequate PPE supply on site (7-day supply of masks, gloves, gowns, eye protection)?	<input type="checkbox"/>	<input type="checkbox"/>	
Isolation/Droplet Precautions			
Are measures in place for residents on droplet precautions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff using appropriate PPE for droplet precautions and donning and doffing as per best practice?	<input type="checkbox"/>	<input type="checkbox"/>	
Environment and Equipment			
Is enhanced cleaning of high touch surfaces (common areas and resident rooms) completed 2x/day?	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment (e.g. blood pressure cuffs, slings) regularly cleaned between uses?	<input type="checkbox"/>	<input type="checkbox"/>	
Prevention Measures in Care and Non-Care Areas (Break Rooms, Offices/Meeting Rooms, Change Rooms)			
Are staff observed to be following appropriate COVID-19 prevention measures (e.g. physical distancing, no shared food/condiments, wearing masks unless eating/drinking, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	



COVID-19 Safety Huddle Guide

This Safety Huddle must be led by a member of the LTC/AL site leadership with each team at each shift change (for sites not in Outbreak).

Purpose:

- To ensure all staff understand their role in preventing COVID-19
- To reassure staff that senior leadership is aware of the issues for the day and will address them
- To answer questions and reinforce best practice
- To convey that leadership is prioritizing their well-being and their concerns
- To assist staff in identifying a buddy staff member for the purpose of alerting one another to PPE/HH breaches

Questions to Ask During the Huddle:

- Are there any new symptomatic residents and if so were swabs taken?
- What concerns do you have for the day?

Information Sharing:

- Share what is new that could affect their day

Reminders:

- **Appropriate use of PPE**
 - Face mask & eye protection in all residents areas
 - Correct donning and doffing for droplet precautions
 - Donning – sanitize, gown on, gloves on
 - Doffing – gloves off, sanitize, gown off, sanitize
 - Where to locate additional supplies when needed
 - Hand washing necessary if touching/adjusting face mask
- **Hand Hygiene**
 - During 4 moments of care
 - Checking to be sure there is ABHR available
- **Break Room Etiquette**
 - Physical distancing at all times
 - Mask worn unless eating/drinking

Keep the COVID-19 Prevention Bundle - SHIP SHAPE - in mind

S – Screening (Active) of staff/residents is conducted as per guidelines

H – Hand Hygiene is completed as per best practice

I – Isolation/Droplet Precautions are used for all symptomatic residents/tenants and for new admissions

P – PPE is worn appropriately and is donned and doffed as per best practice

S – Sharing of Equipment is avoided

H – Huddles are held with each shift daily

A – Alcohol Based Hand Rub is available

P – Physical Distancing is practiced in both care and non-care areas

E – Environment is free of clutter and cleaning is enhanced