

## Appendix 5.5 Self audit / Site visit check list for aged-care facilities

Date/time: \_\_\_\_\_ Public Health Officer: \_\_\_\_\_

### 1. Contact details:

Person notifying outbreak: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Manager / Director: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### 2. Laboratory testing

• Are specimens of diarrhoea/vomitus being collected from affected residents / staff?  Yes  No

### 3. Isolation / cohorting

• Is a plan of the facility showing location of ill residents obtainable?  Yes  No

• Have the identified cases been cohorted (grouped) as recommended?  Yes  No

• In what way have residents been cohorted? \_\_\_\_\_

• Have nursing staff been dedicated to the cohorted ill residents?  Yes  No

• If cohorting is not possible, have dedicated nurses been allocated to only work with ill residents?  Yes  No

• Are residents being 'isolated' until 72 hours after symptoms have ceased?  Yes  No

• Have residents been advised not to visit the affected ward / area?  Yes  No

• Is management aware of the need to restrict admissions?  Yes  No

### 4. Staff training

• Have all staff been notified of the outbreak?  Yes  No

• Have all staff been reminded of the importance of effective handwashing?  Yes  No

• Do staff regularly attend in-service training on infection control?  Yes  No

If yes, how often is this training provided? \_\_\_\_\_

• Is this training compulsory?  Yes  No

• Are infection control training programs part of the orientation program for new employees?  Yes  No

- Are staff encouraged to accept responsibility for decreasing the transmission of infectious organisms?  Yes  No
- What strategies are in place to check that staff are compliant with infection control recommendations? \_\_\_\_\_
- Do staff on all shifts know to advise Hospital staff of the outbreak prior to transferring a resident to hospital ED or an outpatient appointment (even if the illness is unrelated to the outbreak)?  Yes  No

#### 5. Exclusion of affected staff

- Is the staff exclusion period of 48 hours being strictly adhered to?  Yes  No

#### 6. Hand washing:

Are the following available:

- Facilities for handwashing in all areas?  Yes  No
- If not, what measures have been taken to address this?  
\_\_\_\_\_

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- Liquid soap dispensers?  Yes  No
  - Are soap dispensers disposable and not refillable?  Yes  No
  - If refillable, is there a cleaning procedure?  Yes  No
  - Paper towel / air drier?  Yes  No
  - Plastic-lined waste bin with lid in all areas where affected residents are nursed?  Yes  No
  - Is hand disinfection (e.g. 60–80% alcohol solution handrub) available?  Yes  No
  - Are the taps elbow-operated?  Yes  No
  - Are the residents' hands being washed after each episode of diarrhoea and vomiting?  Yes  No

#### 7. Protective apparel:

- Are gloves readily available to all staff?  Yes  No
- Are gloves being worn when there is a risk of exposure to staff of contact with blood/body fluids?  Yes  No
- Are plastic aprons / gowns available to protect the staff member's clothing during exposures?  Yes  No
- Are plastic aprons / gowns being worn to protect the staff member's clothing during exposures?  Yes  No
- Are masks available when there is a risk to the staff member of airborne exposure to body substances such as after vomiting?  Yes  No
- Are masks being worn when there is a risk to the staff member of airborne exposure to body substances such as after vomiting?  Yes  No

- Are the aprons, gloves and masks being changed between residents?  Yes  No
- Are the bins for the disposal of aprons, gloves and masks near to the residents' rooms?  Yes  No
- Are staff washing their hands after removing protective apparel?  Yes  No

#### 8. Closure of common areas

- Have the use of common areas been appropriately restricted?  Yes  No
- Are common areas being closed for 1 hour after episodes of vomiting?  Yes  No

#### 9. Relatives / visitors

- Have visitors been advised of the outbreak, and of the visiting restrictions?  Yes  No
- Have visitors been advised not to visit if they are unwell?  Yes  No
- Have non-essential therapists been advised not to visit?  Yes  No
- Is relevant signage posted in all areas?  Yes  No
- Have essential visitors been advised to wash their hands when entering and when leaving the ward / unit and after contact with each resident?  Yes  No
- Are visitors given advice regarding the safe preparation and transportation of food they might bring in to the facility?  Yes  No

#### 10. Routine cleaning

- Are rooms of well residents cleaned first?  Yes  No
- Are bathrooms / toilets cleaned twice daily and when visible soiling occurs?  Yes  No
- Are handrails in corridors and common areas and door handles in residents room cleaned and then disinfected twice daily with the recommended bleach solution?  Yes  No
- Are commode / shower chairs cleaned after individual resident use?  Yes  No
- Is a general clean followed by disinfection with the recommended bleach solution, being carried out for all hard surfaces?  Yes  No
- Is the bleach solution being discarded within 24 hours of constitution?  Yes  No

#### 11. Care of cleaning materials

- Is all cleaning equipment colour coded, common areas (blue), toilets / bathrooms/ dirty utility rooms (red), food service areas (green)?  Yes  No
- Are disposable gloves worn during cleaning?  Yes  No
- Are mops heads detachable and washed and left to air dry after use?  Yes  No
- Are buckets washed and dried after use?  Yes  No

- Is equipment stored in cleaning cupboard / room?  Yes  No
- Are all remaining diluted cleaning products disposed of after use?  Yes  No

### 12. Cleaning up vomit and faeces

- Is there a policy / procedure for cleaning spills?  Yes  No
- Are staff aware of the policy / procedure for cleaning spills?  Yes  No
- Is bleach being used after spills / vomit / diarrhoea have been cleaned up?  Yes  No
- Are utility rubber gloves used for cleaning?  Yes  No
- Are spare mop heads available?  Yes  No
- Are plastic bags available for contaminated waste?  Yes  No
- Are disposable cloths / old rags / paper towel available to wipe up bulk spills?  Yes  No

### 13. Linen

- Is used linen bagged at the point of generation?  Yes  No
- Is wet / visibly soiled linen placed in plastic lined linen bags?  Yes  No
- Is the plastic bag dissolvable?  Yes  No
- Are linen bags being overfilled?  Yes  No
- Is linen / clothing being rinsed or sorted in resident care areas?  Yes  No
- Is soiled linen removed from resident care areas promptly?  Yes  No
- Is all soiled linen / clothing being put through hot wash / hot dry cycles?  Yes  No