

COVID-19 HEALTH SYSTEM PREPAREDNESS CHECKLIST

This tool must be used by decision makers who needs to make a decision concerning a healthcare system of whatever nature. This tool can be used by teams to ensure that they are ready and that key areas that need attention are identified and fixed.

SECTION 1 Infection prevention and control policies and training for healthcare personnel (HCP) and availability of supplies		
• The facility has COVID-19 prevention and control guidelines	YES	NO
• Facility management have reviewed of the COVID-19 control guidelines and given guidance to the staff.	YES	NO
Training of HCP regarding COVID-19 has been done to cover the following topics;		
• Signs and symptoms of COVID-19 infection	YES	NO
• How to safely collect a specimen	YES	NO
• Correct infection control practices and personal on correct use of personal protective equipment (PPE).	YES	NO
• The facility has developed Triage procedures including patient placement/fast tracking.	YES	NO
• HCP sick leave policies and recommended actions for unprotected exposures are clearly outlines and staff are aware of the step to take.	YES	NO
• There is a guideline on how and to whom COVID-19 cases should be reported to. The communication protocol is displayed at all the relevant service points across the facility.	YES	NO
• The supplies required to manage the emergency response are available. This include PPE, equipment and the necessary support systems.	YES	NO

SECTION 2 Process for rapidly identifying and isolating patients with confirmed or suspected COVID-19 infection		
• Posters are placed at entrances with instructions to individuals with symptoms of respiratory infection.	YES	NO
Details of the posters Include		
• A guide to all those suspected to be having COVID-19 infection to immediately put on a mask and keep it on during their assessment.	YES	NO
• All people to cover their mouth/nose when coughing or sneezing.	YES	NO
• Use and disposal of tissues by all those at the Facility.	YES	NO
• Regular hand washing especially after contact with respiratory secretions or any surfaces within the facility.	YES	NO
• Facemasks are provided to coughing patients and other symptomatic individuals upon entry to the facility.	YES	NO

<ul style="list-style-type: none"> Signs are posted in triage areas advising patients with fever or symptoms of respiratory infection to immediately notify triage personnel so appropriate precautions can be put in place. 	YES	NO
<ul style="list-style-type: none"> Alcohol based hand sanitizer/hand washing facilities with running water and soap for hand hygiene are available at each entrance and in all common areas. 	YES	NO
<ul style="list-style-type: none"> Facility provides tissues and no-touch receptacles for disposal of tissues in waiting rooms and in common areas. 	YES	NO
<ul style="list-style-type: none"> Facility has a separate well-ventilated space that allows waiting patients to be separated by at least 1,5 Meter, with easy access to respiratory hygiene and cough etiquette supplies. 	YES	NO
<ul style="list-style-type: none"> Facility has a process to ensure patients with confirmed or suspected COVID-19 are rapidly moved to an Isolation Room. 	YES	NO
<ul style="list-style-type: none"> Triage personnel are trained on appropriate Triage processes (e.g., questions to ask and actions to take) to rapidly identify and isolate suspect cases. 	YES	NO
Screening questions		
<ul style="list-style-type: none"> Have you experienced a new fever of >38 degrees in the past 14 days? 	YES	NO
<ul style="list-style-type: none"> Have you had a new cough or difficulty in breathing in the past 14 days? 	YES	NO
<ul style="list-style-type: none"> Severe symptoms/visible respiratory distress (HCP to observe) 	YES	NO
<ul style="list-style-type: none"> Have you travelled to a country with COVID- 19 transmission or had contact with a person with suspected/confirmed COVID-19 infection? 	YES	NO
<ul style="list-style-type: none"> Facility has a process that is followed a suspect case is identified to include immediate notification of facility leadership/infection control team. 	YES	NO
<ul style="list-style-type: none"> Facility has a process to notify county health department of a COVID-19 suspect case soon after arrival. 	YES	NO
<ul style="list-style-type: none"> Facility has a process for referring COVID-19 suspect cases. 	YES	NO
<ul style="list-style-type: none"> Facility has a process for receiving suspect COVID-19 cases arriving by ambulance. 	YES	NO

SECTION 3 Patient placement		
<ul style="list-style-type: none"> The facility has a Referral protocol to isolation centers. This only applies if the facility doesn't have facilities for Isolation. 	YES	NO
<ul style="list-style-type: none"> Isolation Room available in the facility with records of checks to ensure they are ready for use in case there is need. 	YES	NO
<ul style="list-style-type: none"> Isolation Room doors have access control mechanisms. (They should be kept closed except when entering or leaving the room) and entry and exit is always minimized. 	YES	NO
<ul style="list-style-type: none"> There are documented guidelines to minimize the number of HCP who enter the Isolation room. 	YES	NO

<ul style="list-style-type: none"> • There are documented Processes (e.g., a log, electronic tracking) for documenting HCP entering and exiting the Isolation room. 	YES	NO
<ul style="list-style-type: none"> • There are Policies for dedicating noncritical patient-care equipment to the patients. This is to ensure that there is smooth service provision. 	YES	NO

SECTION 4 | Infection Prevention Measures and Processes

<ul style="list-style-type: none"> • Personal protective equipment (PPE) and other infection prevention and control supplies for (HCP) protection are available and adequate. 	YES	NO
<ul style="list-style-type: none"> • HCP receive appropriate training on selection and proper use of (PPE, with a required demonstration of competency. 	YES	NO
<ul style="list-style-type: none"> • Personal protective equipment (PPE) and other infection prevention and control supplies for source control for infected patients are located in sufficient supply including at Isolation rooms, patient arrival areas, triage points and assessment locations. 	YES	NO
<ul style="list-style-type: none"> • Records of all the required PPE are available and up to date including projections and plans to secure additional supplies in case of a surge. 		
<ul style="list-style-type: none"> • Facility has a respiratory protection program. Appropriate HCP have been medically cleared, fit-tested, and trained for respirator use. 	YES	NO
<ul style="list-style-type: none"> • Facility has a process for auditing adherence to recommended PPE use by HCP. 	YES	NO

SECTION 5 | Movement of patients with confirmed or suspected COVID-19 within the facility

<ul style="list-style-type: none"> • Patient movement outside of the isolation room is limited to medically essential purposes. 	YES	NO
<ul style="list-style-type: none"> • A protocol is in place to ensure that, if the patient is being transported outside of the room, HCP in the receiving area are notified in advance. 	YES	NO
<ul style="list-style-type: none"> • Patients transported outside of the isolation room will be asked to wear a facemask and be covered with a clean sheet during transport. 	YES	NO

SECTION 6 | Hand hygiene (HH)

<ul style="list-style-type: none">• HH supplies, including alcohol-based hand sanitizer/running water and soap and paper towels are readily accessible in the patient care areas, including areas where HCP remove PPE.	YES	NO
<ul style="list-style-type: none">• Process for auditing adherence to recommended hand hygiene practices by HCP.	YES	NO

SECTION 7 | Environmental cleaning

<ul style="list-style-type: none">• There is a documented guideline for cleaning and disinfection of contact points and working surfaces and equipment in the patient room.	YES	NO
<ul style="list-style-type: none">• Environmental services personnel given this responsibility are appropriately trained and fit-tested. (Training records are available)	YES	NO
<ul style="list-style-type: none">• All HCP with cleaning responsibilities understand the contact time for selected products.	YES	NO
<ul style="list-style-type: none">• There is a process to ensure shared or non-dedicated equipment is cleaned and disinfected after use according to manufacturer's recommendations.	YES	NO
<ul style="list-style-type: none">• There are clear procurement guidelines that are clear to only have approved products for environmental cleaning are always procured and used at the facility.	YES	NO