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**

<table>
<thead>
<tr>
<th>Point</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has COVID-19 prevention and control guidelines</td>
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<tr>
<td>Facility management have reviewed of the COVID-19 control guidelines and given guidance to the staff.</td>
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<tr>
<td>Training of HCP regarding COVID-19 has been done to cover the following topics;</td>
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<tr>
<td>• Signs and symptoms of COVID-19 infection</td>
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<tr>
<td>• How to safely collect a specimen</td>
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<tr>
<td>• Correct infection control practices and personal on correct use of personal protective equipment (PPE).</td>
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<tr>
<td>• The facility has developed Triage procedures including patient placement/fast tracking.</td>
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<tr>
<td>• HCP sick leave policies and recommended actions for unprotected exposures are clearly outlines and staff are aware of the step to take.</td>
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<tr>
<td>• 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.</td>
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<tr>
<td>• The supplies required to manage the emergency response are available. This include PPE, equipment and the necessary support systems.</td>
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</tbody>
</table>

**SECTION 2 | Process for rapidly identifying and isolating patients with confirmed or suspected COVID-19 infection**

<table>
<thead>
<tr>
<th>Point</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Posters are placed at entrances with instructions to individuals with symptoms of respiratory infection.</td>
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<tr>
<td>Details of the posters Include</td>
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<tr>
<td>• 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.</td>
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<tr>
<td>• All people to cover their mouth/nose when coughing or sneezing.</td>
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<tr>
<td>• Use and disposal of tissues by all those at the Facility.</td>
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<tr>
<td>• Regular hand washing especially after contact with respiratory secretions or any surfaces within the facility.</td>
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</tr>
<tr>
<td>• Facemasks are provided to coughing patients and other symptomatic individuals upon entry to the facility.</td>
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</tr>
</tbody>
</table>
- 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 |
- 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 |
- Facility provides tissues and no-touch receptacles for disposal of tissues in waiting rooms and in common areas. | YES | NO |
- 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 |
- Facility has a process to ensure patients with confirmed or suspected COVID-19 are rapidly moved to an Isolation Room. | YES | NO |
- 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

- Have you experienced a new fever of >38 degrees in the past 14 days? | YES | NO |
- Have you had a new cough or difficulty in breathing in the past 14 days? | YES | NO |
- Severe symptoms/visible respiratory distress (HCP to observe) | YES | NO |
- Have you travelled to a country with COVID-19 transmission or had contact with a person with suspected/confirmed COVID-19 infection? | YES | NO |
- Facility has a process that is followed a suspect case is identified to include immediate notification of facility leadership/infection control team. | YES | NO |
- Facility has a process to notify county health department of a COVID-19 suspect case soon after arrival. | YES | NO |
- Facility has a process for referring COVID-19 suspect cases. | YES | NO |
- Facility has a process for receiving suspect COVID-19 cases arriving by ambulance. | YES | NO |

### SECTION 3 | Patient placement

- The facility has a Referral protocol to isolation centers. This only applies if the facility doesn’t have facilities for isolation. | YES | NO |
- Isolation Room available in the facility with records of checks to ensure they are ready for use in case there is need. | YES | NO |
- 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 |
- There are documented guidelines to minimize the number of HCP who enter the Isolation room. | YES | NO |
There are documented Processes (e.g., a log, electronic tracking) for documenting HCP entering and exiting the Isolation room. **YES** **NO**

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

- **Personal protective equipment (PPE) and other infection prevention and control supplies for (HCP) protection are available and adequate.** **YES** **NO**

- **HCP receive appropriate training on selection and proper use of (PPE, with a required demonstration of competency.** **YES** **NO**

- **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**

- **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.**

- **Facility has a respiratory protection program. Appropriate HCP have been medically cleared, fit-tested, and trained for respirator use.** **YES** **NO**

- **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

- **Patient movement outside of the isolation room is limited to medically essential purposes.** **YES** **NO**

- **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**

- **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)

- 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

- Process for auditing adherence to recommended hand hygiene practices by HCP.  
  - YES  
  - NO

### SECTION 7 | Environmental cleaning

- There is a documented guideline for cleaning and disinfection of contact points and working surfaces and equipment in the patient room.  
  - YES  
  - NO

- Environmental services personnel given this responsibility are appropriately trained and fit-tested. (Training records are available)  
  - YES  
  - NO

- All HCP with cleaning responsibilities understand the contact time for selected products.  
  - YES  
  - NO

- There is a process to ensure shared or non-dedicated equipment is cleaned and disinfected after use according to manufacturer’s recommendations.  
  - YES  
  - NO

- 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