

COVID-19 Audit /Safety Inspection Tool (Home Care/Community Care)

JOHSC Worker Rep's Name: _____

Inspection Date: _____

Manager's signature of receipt/review _____ Date _____

Worker and Client Screening Procedures

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Worker Screening					
Workers are aware that they should not come to work with COVID-19 like symptoms.				Review documentation	
Workers are actively screened (or self screen) at the start and end of shift for fever, new or worsening cough, sore throat, shortness of breath, contact with COVID-19 cases, travel outside Canada.				BCCDC Self Screening tool BCCDC Symptoms	
Workers have received information on how to self-monitor for symptoms.				Interview worker / check training records	
All screenings have been documented, retained and available for review by managers.				Review documentation	
There is evidence to confirm workers have received instructions on what to do if they become symptomatic.				Look for: Report to supervisor, leave work, refer to testing centre and self isolate	
Client Screening					
There is a process in place to conduct virtual visits and/or telephone consultation on a case-by-case basis.				Documentation	
Prior to commencing home visits, clients are screened for symptoms of COVID-19. Screening questions are provided by the employer to workers, and workers conduct the screening from a 2m distance wearing appropriate PPE.				Documentation BCCDC Symptoms	
Workers are aware of process to follow if clients answer "YES" to any screening question.				Screen is positive for possible COVID-19 Wear appropriate PPE	
Family members or others in the home at the time of the visit will also be screened and be asked to maintain a 2m distance throughout the visit.					
There is a process in place for booking high risk clients (symptomatic, suspected or confirmed COVID-19) at the end of the day if possible.				Documentation	

Client Information / Care Plans

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Client contact information is up to date.				Documentation	
There is a means/way to contact/connect with family members.				Documentation	
Client care plans are up to date.				Documentation	

Staffing

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
There is a written plan including communication strategies to ensure workers receive the most up to date information.				Documentation and interview	
All workers have received refresher training on infection control practices, use of PPE, hand hygiene etc.				Training records / documentation	
Management/leadership and workers are aware of any Provincial Health Officer orders that may impact their operations and/or delivery of care.				Interview Government of BC Link	
There is an established working alone policy and procedures that have been communicated to workers.				Documentation Policy/Procedure	

Personal Protective Equipment (PPE)

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Point of Care Risk Assessment (PCRA) has been reviewed with workers.				Documentation SafeCare BC PCRA	
PPE is available and accessible for all workers.				Observation/Interview	
There is a minimum 3-day supply of PPE available.				Masks, gloves, eye protection, gowns	
Workers have received education and have been tested for proficiency on both donning and doffing PPE.				Documentation and interview BCCDC PPE	
Workers are wearing required PPE at all times when in client homes if 2m distance cannot be maintained.				Observation	
Workers are aware and practice the correct use of current requirements for PPE.				Observation and/or interview	

Personal Protective Equipment (PPE) continued...

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Workers are aware of clients who have been placed on contact and droplet precautions and understand they must wear full PPE when working with these clients.				Interview - includes, mask, gloves, gown, and eye protection	
Workers required to perform any aerosol generating medical procedures (AGMP) are aware of PPE requirements and have been fit tested for N95 respirators.				Interview: includes N95 mask, gloves, gowns, and eye protection	
There is a way to communicate to workers which clients are on contact and droplet precautions.				Observation	

Hand Hygiene

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
All workers have received refresher training on proper hand hygiene techniques.				Documentation and/or interview Handwashing Poster	
Workers are aware of when to perform hand hygiene.				Interview	
Alcohol-based hand rub (ABHR) is available in portable sizes that can easily be transported by worker to home visits.				Observation/Interview	

Cleaning & Disinfection Procedures

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Written plans for enhanced cleaning are available and followed.				Documentation	
Workers have access to approved cleaning/disinfection wipes that can easily be carried to home environments.				Observation/interview	
Re-usable equipment is cleaned and disinfected after use with each client.				Documentation Observation	

Cleaning & Disinfection Procedures continued...

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Where workers are required to perform cleaning tasks, they have received education and training on the correct way to clean (e.g. use correct dilution, correct contact time, clean from clean to contaminated and from top to bottom).				Documentation Observation	
Workers using a vehicle for work routinely clean/disinfect high touch point areas such as seatbelt, steering wheel, head rest, door handles and hand holds.				Documentation Observation	

Home Care Office Based Organizations

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
ABHR is available and accessible. All staff and visitors perform hand hygiene upon entering the office.				Observation	
There is signage posted reinforcing respiratory etiquette.				Observation	
There is signage reinforcing physical distancing				Observation	
Where the organization has a policy or practice statement on the use of face masks when physical distancing is not possible workers comply with those requirements.				Documentation Observation	
Physical distancing is supported by <ul style="list-style-type: none"> • Moving/removing seating in common areas and break rooms. • Removing or spacing out tables/chairs in lunchrooms • Limiting numbers in elevators. 				Observation	
High touch surfaces are cleaned regularly.				Documentation Observation	
A COVID-19 Safety Plan has been developed and is posted.				Documentation Observation	