

COVID-19 Audit /Safety Inspection Tool (Assisted Living)

JOHSC Worker Rep's Name: _____
JOHSC Employer Rep's Name: _____
Inspection Date: _____
Manager's signature of receipt/review _____ **Date** _____

Entrance / Reception / Waiting Area / Lobby/Break rooms

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Alcohol based hand sanitizer is available & accessible to all staff.					
All staff and visitors perform hand hygiene upon entering the assisted living residence.					
There is signage posted outlining social visiting guidelines for approved visitors.				Posted and visible BCCDC Posters	
A written plan which details requirements for essential and social visits within established criteria has been developed.				BCCDC Guidelines	
A screening process is in place for all individuals entering the assisted living residence. This includes essential and social visitors. All visitors are screened for signs and symptoms of illness, including COVID-19, before entering the residence and a checklist is used.				Written documentation Symptoms of COVID-19 (BCCDC) Entrance screening tool (BCCDC – Appendix A)	
There is a process to record essential visitors and social visitors entering the assisted living residence (name, contact information, resident they are visiting, time of visit).					
There is signage for single access point for visitors.				Posted and visible	
Medical masks are available at the entrance and must be worn by all staff and visitors entering the residence.					
All visitors must don a medical mask for the duration of their visit. Visitors receive donning and doffing mask support and appropriate hand hygiene instructions from staff.				BCCDC Mask Policy	
There is a single point of access for staff.				Posted and visible	
There is signage posted reinforcing respiratory etiquette.				Posted and visible	
There is signage reinforcing physical distancing.				Posted and visible	

Entrance / Reception / Waiting Area / Lobby/Break rooms continued...

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Physical distancing is supported by: <ul style="list-style-type: none"> Moving or removing seating in reception, common areas and break rooms Limiting numbers in elevators 					
Furniture is cleanable and there is a cleaning schedule.				Schedule written & signed off	
A COVID-19 Safety Plan has been developed and is posted.				New WSBC requirement	

Staff Screening

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
There is a trained, designated individual screening all persons entering the workplace (workers/contractors/visitors).					
Staff are actively screened at the start and end of shift for symptoms as outlined by current BCCDC guidance. A checklist is used for all staff being screened prior to entering the workplace.				Written documentation Symptoms of COVID-19 (BCCDC) Entrance screening tool (BCCDC – Appendix A)	
All screenings have been documented, retained and are available for review by managers.				Review documentation	
Staff have received information on how to self-monitor for symptoms of illness, including COVID-19.				Interview staff / check training records Health Care Worker Self Check (BCCDC)	
There is evidence to confirm staff 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	

Resident Screening

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Residents who leave the assisted living residence are screened for symptoms of COVID-19 upon their return.					
There is active screening at least once per day or more (in accordance with BCCDC and Health Authority requirements) for residents: includes fever, worsening or new cough, shortness of breath, sore throat, GI symptoms, and other symptoms as outlined in current BCCDC guidelines.				Look for supportive documentation to indicate regular testing BCCDC Symptoms of COVID-19 (BCCDC)	
There is a clear process for isolating residents who are exhibiting symptoms of COVID-19.				Look for written protocols, ability to cohort	
There is a process for swabbing symptomatic residents and notifying public health.				Documentation BCCDC Outbreak Guidance	
Site supervisors or managers know how to obtain nasopharyngeal swabs as per BCCDC.				Interview or review of documentation	

Resident Information / Care Plans

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

Staffing

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
There is a written staffing plan including communication strategies to ensure staff receive the most up to date information.				Documentation and interview	
All staff have received refresher training on infection control practices, use of PPE, hand hygiene, violence prevention, etc.				Training records / documentation	
Management/leadership and staff are aware of any Provincial Health Officer orders that may impact their operations and/or delivery of care.				Interview	
Staff are aware of how to report safety issues.				Interview	
Minutes from the last three OHS committee meetings and a list of OHS committee members is posted.				Observation	

Hand Hygiene

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
All staff have received refresher training on proper hand hygiene techniques.				Documentation and/or interview	
Staff are aware of when to perform hand hygiene.				Interview	
Hand hygiene audits are conducted weekly.				Documentation and/or interview SafeCare BC Hand Hygiene Audit Form	
Alcohol based hand rub (ABHR) is available at the entrance to the assisted living residence, point-of-care and other resident and common areas.				Observation	

Personal Protective Equipment (PPE)

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
PPE is available and accessible for all staff.					
There is a minimum 3-day supply of PPE available.				Masks, gloves, eye protection, gowns	
A plan with key contacts has been put in place to monitor consumable supplies including (but not limited to) gloves, gowns, masks, eye protection, and hand sanitizer.					
Staff have received education and have been tested for proficiency on both donning and doffing PPE.				Documentation and interview	
Staff always wear medical masks when in the building.				Observation	
Staff are aware and practice the correct use of current requirements for PPE.				Observation and/or interview PPE Audit form (BCCDC)	
Staff are aware of residents who have been placed on droplet precautions and understand they must wear full PPE when working with these residents.				Interview - includes, masks, gloves, gowns, and eye protection	
There is signage to identify residents who are on droplet precautions.				Observation	
PPE is kept in a secured area.				Observation	

Nursing Stations

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Nursing stations are kept clean with minimal clutter and adequate spacing.				Observation	
Food and/or drink is not present.				Observation	
No personal items are kept in the area.				Observation	
There is a hand hygiene sink with soap and/or alcohol-based hand sanitizer available.				Observation	

Housekeeping and Soiled Laundry or Utility Room

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Door is kept closed and access is restricted.				Observation	
Hand hygiene sinks with soap is near by and paper towel is available.				Observation	
The hand hygiene sink is easily accessible.				Observation	

Clean and/or Sterile Supply Room

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Door is kept closed and access is restricted.				Observation	
Products/supplies are clearly labelled.				Observation	

Hallways

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Alcohol Based Hand Sanitizer is available and accessible in hallways outside resident rooms.				Observation	
Hallways are free of clutter such as carts, wheelchairs, and lift equipment.				Observation	

Housekeeping / Cleaning

	Met			Additional Information	Comments / Findings
	Yes	No	Partial		
Written plans for enhanced cleaning are available and followed.					
Environmental cleaning is performed using a health care grade cleaner/ disinfectant with a drug identification number (DIN).				Observation Environmental Cleaning and Disinfectants (BCCDC)	
5% accelerated hydrogen peroxide or bleach wipes are used for cleaning.					
For shared equipment (lifts, wheelchairs, shower chairs etc.) a cleaning process is posted/ recorded.					
High touch surfaces are cleaned at least twice a day.				Documentation	
Staff have received education and training on the correct way to clean (e.g. correct dilution and contact time, clean from clean to contaminated and from top to bottom), as well as WHMIS.				Documentation, observation	