

# Infection Prevention and Control COVID-19 Recovery Checklist For Community-Based Clinics

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Updated: 3 June 2020

<b>Clinic:</b>	
<b>Date:</b>	

*One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.*

*These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.*

*To be completed by: Site Leadership Team (Manager, Clinical Coordinator and Medical Lead/Coordinator).*

## **Instructions**

1. Assemble an assessment team that includes department leadership and worker representation from the Joint Occupational Health and Safety Committee (JOHSC). For sites without a JOHSC, the applicable safety representative should be part of the assessment team.
2. Review COVID-19 [Key Principles & Safety Plan for Community-Based Clinics](#) and update to reflect the Safety Plan for your area.
3. Perform visual inspection of the space.
4. Review checklist and check elements that have been implemented. Provide brief comments to describe the implementation at your site. (You may refer to other documents with more detail where applicable.)
  - Mandatory IPAC elements are marked with a red star (\*)
5. If there are any concerns, identify further actions.
  - If needed, consult with [IPAC Team](#) for further guidance.
6. Send the completed checklist to your JOHSC for review and inclusion in the JOHSC minutes.
7. A copy of the complete checklist must be sent to [EmployeeSafety@vch.ca](mailto:EmployeeSafety@vch.ca) to be stored electronically.

Element		Status		Comments
		Yes	N/A	
<b>1) Policies and Procedures</b>				
1.1	The facility's capacity to accommodate appropriate patient flow is assessed on a regular basis.			
1.2 (*)	1.2.1 Environmental Services (EVS) contract in place, identifying:			
	1.2.2 Routine cleaning and disinfection procedures.			
	1.2.3 Frequency of cleaning.			
	1.2.4 List of clinical and non-clinical areas EVS will clean and disinfect.			
	1.2.5 Thorough cleaning and disinfection of all surfaces in rooms used for a patient with suspected or known COVID-19.			
	1.2.6 Management is aware of policies and procedures of contracted EVS staff.			
1.3	1.3.1 The following recommendations for medical and non-medical staff are in place, including:			
	1.3.2 (*) Not coming to work sick.			
	1.3.3 Staggered start times.			
	1.3.4 Staggered break times.			
	1.3.5 (*) No sharing of food.			
1.4 (*)	1.4.1 There is a process in place for clinician's virtual visit or telephone consultation.			
	1.4.2 There is a process in place for staff to pre-screen patients requiring an appointment to the clinic. Please refer to the Screening <a href="#">SOP</a> and the following <a href="#">script</a> for guidance. Patients will also be screened upon arrival at the entrance of the facility and/or at clinic reception. Please refer to the Screening <a href="#">SOP</a> , the high-level screening <a href="#">script</a> and the full screening <a href="#">script</a> for guidance.			
	1.4.3 Points of entry have controlled access in place to facilitate: 1. Screening for symptoms 2. Performing hand hygiene 3. Providing surgical/procedure masks if required 4. Patient flow (with physical distancing)			
	1.4.4 Reception and other staff where feasible can maintain a 2 meter distance from clients/patients, have a physical barrier or wear PPE.			
1.5	There is a process in place to screen patients for COVID-19-like symptoms upon arrival at the clinic.			
1.6 (*)	Dedicated examination room and/or waiting room is available for direct placement of symptomatic/high-risk patients.			
1.7 (*)	There is a process in place to take patients presenting with COVID-like symptoms to the dedicated examination room and/or waiting room.			
1.8 (*)	There is a process in place that the examination room for symptomatic/high risk patients should be closed until terminal clean can be performed; if not possible, the examination room/waiting room should be terminally cleaned at the end of the day. Refer to VCH's <a href="#">Cleaning and Disinfecting Guidelines</a> .			

1.9 (*)	There is a process in place for booking high-risk patients at the end of the day, if possible.			
1.10 (*)	1.10.1	There is a process in place to provide surgical/procedure masks to individuals that present with COVID-19-like symptoms.		
	1.10.2	Personal protective equipment (PPE) is available for staff as outlined in the <a href="#">PPE Recommendations for Community Care Settings</a> .		
1.11 (*)	Alcohol-based hand rub (ABHR) is available at entrance and exit from clinical and non-clinical areas.			
1.12 (*)	1.12.1	Visual alerts (e.g., signs, posters) indicating PPE donning and doffing steps, hand hygiene, respiratory etiquette and physical distancing are present throughout clinical and non-clinical areas.		
	1.12.2	Clear physical distancing indicators are in place throughout clinical and non-clinical areas, i.e. elevators, waiting rooms, staffrooms etc.		
	1.12.2	Stairwell access made available to staff.		
1.13	If applicable, there is a process in place to provide guidance/update to elevator monitors with elevator capacity.			
1.14	Medical and non-medical equipment (e.g. clipboards) are not accessible by patients/visitors/families.			
1.15 (*)	Non-clinical areas (e.g., waiting area) have been de-cluttered removing non-essential items (remote control, magazines, toys, etc.) Refer to <a href="#">De-clutter Audit Tool</a> .			
1.16 (*)	Examination and clinic rooms have minimal supplies and equipment.			
<b>2) Education</b>				
2.1	<a href="#">Point-of-care Risk Assessment</a> has been reviewed with staff providing direct patient care.			
2.2	Medical and non-medical staff have received education on appropriate use of personal protective equipment, based on <a href="#">guidelines</a> .			
2.3	Medical and non-medical staff training and education has been documented. (e.g. sign in sheets, training log)			
2.4 (*)	Medical and non-medical staff are aware of appropriate <a href="#">donning</a> and <a href="#">doffing</a> procedures.			
2.5	Medical and non-medical staff have been provided information relating to COVID-19 and the measures in place to ensure safety within the facility			
<b>3) Routine practices</b>				
3.1 (*)	PPE supplies are readily available and accessible in appropriate sizes			
3.2	ABHR are located at point of care (clinical areas). Soap, water, and paper towel is available for use at hand washing stations			
3.3	Single use, disposable equipment used if possible.			
3.4 (*)	Staff/Medical staff should avoid unnecessary travel between rooms/areas for assessment and/or treatment and review workflows for reducing travel between			

	rooms/spaces within clinics. Specifically the number of treatment bays used by an individual staff should be limited/designated per clinic.			
<b>4) Environment</b>				
4.1 (*)	High touch points (e.g. side tables, side rails, chairs) in patient care area and anything in the room that was in contact with the client are cleaned and disinfected between patients/clients.			
4.2 (*)	Single-use covers (e.g., paper table covers) are discarded after each patient.			
4.3 (*)	A schedule is in place for cleaning and disinfecting surfaces/bins/shelves that are not routinely serviced by EVS or staff.			
4.4 (*)	Staff lounges are de-cluttered and set up to accommodate physical distancing.			
4.5	Staff lounges and work spaces are equipped with disinfecting wipes for medical and non-medical staff to clean and disinfect.			
4.6	Products (e.g. creams, lotions) are dedicated to the user.			
4.7 (*)	Any medical/clinic equipment used (e.g. blood pressure cuffs, clipboard) should be cleaned and disinfected using the routine department practices for cleaning and disinfecting between patients.			
4.8	Containers that are used for product storage are cleaned, disinfected and dried in-between use.			
4.9	ABHR are available at computer/phone stations.			
4.10	Staff have access to change rooms for changing to dedicated work clothing			
<b>5) Other</b>				
Other elements not otherwise mentioned				

**Additional comments:**

**Decision for recovery:**