

# Infection Prevention and Control Checklist for Residential Care Facilities in the Context of COVID-19, Influenza and other respiratory infections.

**V. 1.3 03.11.22**

Version	Date	Changes from previous version	Drafted by
1.3	03.11.2022	Updated to include consideration of other respiratory viruses, and to remove specific risk assessment for unvaccinated staff.  Addition of the recommendation for COVID-19 therapeutics to be considered as part of the COVID-19 preparedness plan?  Addition of link to up to date guidance relating to community prescribing of currently available COVID 19 therapeutic agents	AMRIC
1.2	22.06.2022	Updated to reflect current RCF guidance	AMRIC
1.1	30.11.2021	Update to reflect new RCF Guidance (change of name)	AMRIC
1.0	09.09.2021	N/A – First draft of checklist	AMRIC

**Note:** If you have any queries on this checklist please contact the AMRIC team at [hcai.amrteam@hse.ie](mailto:hcai.amrteam@hse.ie)

# Infection Prevention and Control Checklist for Residential Care Facilities in the Context of COVID-19, Influenza and other respiratory infections.

## Introduction

Comprehensive Infection Prevention and Control guidance for Residential Care Facilities is provided in the document Public Health & Infection Prevention & Control Guidelines on the Prevention and Management of Cases and Outbreaks of Covid 19, influenza and other respiratory infections in Residential Care Facilities available at:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/residentialcarefacilities/IPC%20and%20PH%20guidance%20for%20outbreaks.pdf>

This checklist has been developed to support colleagues in applying that guidance by highlighting **key points** relevant to the prevention and management of outbreaks in Residential Care Facilities. It is relevant to residential care facilities for older people, other facilities providing similar levels of care for older people and to facilities providing residential care for other groups of people. It is not comprehensive in relation to all measures required and it is not intended to replace the detailed guidance provided in “COVID-19 Interim Public Health, Infection Prevention & Control Guidelines on the Prevention and Management of COVID-19 Cases and Outbreaks in Residential Care Facilities”.

This document is provided in word format so that it can be downloaded and modified as a working document for those Residential Care Facilities who wish to use it. This includes the option to type your response into the comment field and to add additional rows for questions that are relevant to your Residential Care Facility. The questions are group under headings to facilitate ease of use.

<b>Name of facility</b>	
<b>Name of Unit/Section if Relevant</b>	
<b>Date of Completion</b>	
<b>Date of Review</b>	
<b>Person Completing Checklist</b>	

<b>Main Heading</b>	<b>Sub Heading</b>	<b>Comment</b>
Facilities may be sub-optimal in terms of design and build in ways that cannot readily be addressed in the short term. Residential Care Facilities should consider how the facility they have can practically be optimised for Infection Prevention and Control purposes within those limitations.		
<b>Vaccination</b>	Is the vaccination status of all residents documented?	
	Does information provided to visitors advise them of the importance of vaccination?	
	Has vaccination been offered to all staff?	

Main Heading	Sub Heading	Comment
	Is there continuing support for access to information and to vaccination for residents and staff who have not yet been vaccinated?	
<b>Facilities</b>	Are the surfaces, furniture and equipment made of a material that is easily cleanable?	
	If there are deficiencies with respect to surfaces, furniture and equipment is there a process to ensure that they are be repaired, replaced or removed promptly? [Note the need for flexibility related to items of great personal significance to residents].	
	Has each area been reviewed to consider what is practical to do to ensure adequate ventilation (taking account of weather and comfort of the resident)?	
	If there are deficiencies with respect to ventilation, has consideration been given to improving that in so far as practical? Examples may include adjustments to windows or window fittings to allow more ventilation?	
	Does the Residential Care Facility have access points that can be effectively monitored and controlled?	
	If multi-bed rooms are in use is there a minimum distance of 1m between bed-spaces?	
	In communal seating and dining areas is access and seating arranged to facilitate individuals maintaining distance when practical (noting that this may not be practical for some group activities among residents)?	
	If visiting is in a visitor room or communal space, is seating arranged to maintain a distance of at least 1m between seats?	
	Has a maximum number of staff at one time per break room/handover area, office and changing area been defined and posted on the door?	
	Are hand hygiene facilities available in all areas including hand rub at entrance and exit?	
	Is there an adequate supply of appropriate and properly maintained cleaning products (cloths, detergents, disinfectants and other items)?	
	Are bins available for correct disposal of waste?	
<b>Procedures/ Processes</b>	Before they enter the Residential Care Facility, is everyone (staff and visitors) asked each day about symptoms suggestive of COVID-19 OR other respiratory virus infection.	

Main Heading	Sub Heading	Comment
	Is there a process to ensure that staff are reminded and supported in the need to go off duty if they develop symptoms of COVID-19 or other respiratory virus infection?	
	Has a lead for COVID-19 preparedness and response in the Residential Care Facility been identified?	
	Has a contingency plan been prepared to ensure that care is sustained in the event of staff absence related to COVID-19?	
	Has an IPC link practitioner with protected time for this role been appointed in the Residential Care Facility?	
	Is there access to an Infection Prevention and Control Practitioner to support the link practitioner when required?	
	Is there a defined process for prompt collection and submission of samples for laboratory testing for COVID-19 or influenza and for accessing and responding to results?	
	Have the available COVID-19 therapeutics been considered as part of the COVID-19 preparedness plan? Up to date guidance relating to community prescribing of currently available agents is available on the <a href="#">COVID page</a> on <a href="http://www.antibioticprescribing.ie">www.antibioticprescribing.ie</a>	
	Is there a defined process with respect to transfers and new admissions to ensure that all relevant information is available and documented in advance of transfer/admission?	
	Are there clearly defined processes to ensure that the residents' right to receive visitors is respected (in accordance with guidelines) with the lowest practical risk of introduction of infection?	
	Is there a process for regular checking residents for symptoms / changes that may be due to COVID-19 or other respiratory viruses and for taking care of a person with suspected COVID-19 or another respiratory virus?	
	Is there a defined process and schedule for cleaning that includes the frequency and type of cleaning to take place?	
	Do care plans for each resident consider the risk to them of COVID-19 or respiratory virus infection and the measures in place to minimise the risk while supporting them in participating in the activities of the Residential Care Facilities?	
	Is there a readily accessible policy and process in place to respond promptly to evidence of outbreaks or cases of outbreak 24/7 in the Residential Care Facility?	

Main Heading	Sub Heading	Comment
	Does the process include plan for isolating and cohorting residents with COVID-19 in a section that is separate from a section occupied by residents who do not have COVID-19 to the greatest extent practical in the available facility?	
	Is there a process in place to support residents, visitors and staff to raise concerns in relation to IPC issues (note it is important to consider both non-adherence and the application of unnecessary measures that represent a barrier to care)?	
	Is there effective staff support and supervision at all times to ensure adherence to good Infection Prevention and Control and cleaning practice?	
	Is there effective staff support and supervision to ensure adherence to required distance other good practices at break and meal times?	
	Is there clarity regarding who is responsible for Infection Prevention and Control in the Residential Care Facility and in each section of the Residential Care Facility?	
	Is there a process to ensure that all staff receive timely communication regarding changes in policy and guidance regarding key aspects of infection prevention and control practice?	
<b>Training</b>	Have all staff (including agency staff) had training in Infection Prevention and Control appropriate to their role?	
	Have staff had training in managing transfers and admissions in line with guidance?	
	Have an adequate number of staff been trained in sample collection in line with national guidelines for COVID-19 testing to ensure that this can be performed promptly when required?	
	Are residents supported in learning how they contribute to protecting themselves and other residents from infection (as appropriate to their condition) and in line with national guidelines?	
	Have staff completed the HSE-AMRIC IPC eLearning modules on HSeLanD and provided certificates to their line manager?	
	Have all cleaning staff (including temporary or contract staff) been trained in cleaning to conform to the residential care cleaning policy?	
<b>Supplies to support good IPC practice</b>	Is there an adequate supply of alcohol hand gel, soap, disposable towels and tissues in the Residential Care Facility?	

Main Heading	Sub Heading	Comment
	Is there an adequate supply of personal protective equipment?	
<b>Activities</b>	Is there a programme of activities for residents that is designed to balance Infection Prevention and Control requirements with overall needs of residents?	
	Is access to outdoors and outdoor activities used when possible to provide activities with lower infection prevention and control risk?	
<b>Transportation</b> (in the event of group outings from the Residential Care Facility )	Does the vehicle have adequate capacity and can be ventilated (taking account of weather and comfort)?	
	Does the vehicle have an adequate supply of alcohol hand rub and a supply of tissues and spare masks?	
	Is everyone going on the outing checked to ensure they have no symptoms of COVID19 or other viral respiratory tract infection before boarding the vehicle?	
	Is the vehicle appropriately clean?	
	Is there a plan to support return to the Residential Care Facility in the event of vehicle breakdown in way that minimises exposure to risk of infection?	
<i>Additional Questions Relevant to your Facility</i>	<i>(add rows as required)</i>	

ENDS