

# Checklist for terminal cleaning and decontamination of Ebola Care Facilities

March 2015

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District / County	_____	Location	_____
Facility name	_____	Managed by	_____
	_____	Number of beds	_____
Assessor's name	_____	Tel. number	_____
		E-mail	_____

## Notes

- This **checklist**<sup>i</sup> includes the necessary steps for terminal waste management, cleaning and decontamination processes.
- **The following agencies and officers** should be identified for the inspection of the facility before, during and after terminal cleaning and decontamination.
  - Ministry of Health or relevant authority
  - Project officer
  - IPC officer
  - Cleaners
  - Water, sanitation and hygiene officer
  - Occupational health and safety officer (if available)
  - Laundry staff (optional)
  - Waste handler
  - Security guards
- The facility should **NOT** be reopened for other purposes until the safe completion of the process, documented by use of the checklist.
- For psychological reasons, it is suggested to repaint the walls and/or refresh furniture, if possible.
- Spraying rooms with disinfectants is not recommended. It is a potentially dangerous practice with no proven disease control benefit and the disinfectant may not reach all desired surfaces. Spraying may be acceptable outdoors when it is the only feasible option or considered when necessary to disinfect sand or gravel floors. When spraying is used, cleaning with water and detergent to mechanically remove the contaminants and organic matter should precede it. After spraying of disinfectant, it may necessary also to ensure that it is properly distributed on the surfaces. Cleaners undertaking spraying should wear full PPE.

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<sup>i</sup> This checklist is a tool recommended for use by the intended user and the information collected is not being used for CDC data collection instrument. CDC does not intend on collecting this information.

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**1. Daily check of appropriate personal protective equipment (PPE)<sup>ii</sup> when performing cleaning and decontamination activities; cleaners/hygienists must wear full PPE in the red zone**

		Yes	No	Comments
1.1	Double gloves worn (non-sterile examination gloves and heavy duty gloves)			
1.2	Disposable gown or coverall made of fluid-resistant fabric worn that covers clothing and exposed skin			
1.3	A disposable, waterproof apron worn over the gown			
1.4	If a disposable apron is not available, a heavy duty, reusable waterproof apron may be used with appropriate cleaning and disinfection after use			
1.5	A fluid-resistant medical/surgical mask worn, with a structured design that does not collapse against the mouth (e.g., duckbill, cup shape)			
1.6	Eye protection (either goggles or face shield) worn to completely cover the mucous membranes of eyes, mouth and nose			
1.7	Waterproof boots (e.g., rubber/gum boots) worn			

<sup>ii</sup> Cleaners/hygienists/others must wear full PPE In the red (high risk) zone for all activities taking place before or during terminal cleaning and decontamination.

## 2. Inspection prior to cleaning and disinfection

		Yes	No	Comments
2.1	PPE available (according to list in section 5)			
2.2	Appropriate <sup>iii</sup> area for putting on PPE			
2.3	Appropriate <sup>iv</sup> area for removal of PPE			
2.4	Appropriate area for storage of cleaned and decontaminated medical devices and equipment			
2.5	Appropriate area for decontamination			
2.6	Disinfectants available (e.g., chlorine solution 0.5% and alcohol)			
2.7	Detergents available			
2.8	Cleaning equipment available			
2.9	Disinfection equipment available (e.g., cups or other equipment to correctly make chlorine solutions)			
2.10	Plastic bags available to separate clean and decontaminated equipment			
2.11	Adequate amount of safe portable water available on site			
2.12	Leak-proof bags available			
2.13	Sharps containers available			
2.14	All surfaces visually inspected for sign of wear and tear, decay or overall disrepair (e.g., mattresses, furniture, equipment) and labelled			
2.15	All non-intact objects/equipment are safely disposed of and incinerated			
2.16	All objects/equipment made of porous/absorbable material and without intact plastic cover are safely disposed of and incinerated			
2.17	Tent-like structures with surfaces that show visible signs of wear or breakdown are considered contaminated waste and incinerated			
2.18	All intact objects/equipment suitable for cleaning and decontamination identified and labelled			

<sup>iii</sup> Clean area equipped with a body size mirror, poster on steps for putting on PPE, hand hygiene station, and good stocks of equipment.

<sup>iv</sup> Area equipped with a body size mirror, poster on PPE removal steps, hand hygiene station, equipment for decontamination and waste bin.

### 3. Environmental cleaning and decontamination (daily checks during procedures)

		Yes	No	Comments
3.1	Cleaners in the red zone wear full PPE			
3.2	Cleaners in the green zone wear a disposable gown, heavy duty gloves, mask, face shield, and boots <b>as a minimum</b>			
3.3	All environmental surfaces (including furniture, walls, doors, etc.) and objects are first cleaned with water and a detergent with a moistened cloth			
3.4	All environmental surfaces are then thoroughly disinfected using a 0.5% chlorine solution and wipes and rags			
3.5	Spills including blood, other body fluids, secretions or excretions, are removed by covering with a rag or paper towel. Then they are wiped up and the waste, rags or towel put into a laundry container for laundering, or a waste bucket designated as infectious waste for disposal. Using moistened cloths and wipes, the area is then cleaned with water and a detergent and then disinfected with a 0.5% chlorine solution (i.e., a solution containing 5000 ppm available free chlorine) or another suitable disinfectant.			
3.6	Fresh cleaning and disinfectant solutions (if locally prepared) are prepared daily			
3.7	Cleaning solutions and equipment are changed and refreshed every 2-3 hours during use			
3.8	Cleaning is carried out from “clean” areas to “dirty” areas			
3.9	Surfaces are allowed to dry naturally			
3.10	Dry sweeping with a broom is <b>not performed</b>			
3.11	Rags holding dust are <b>not shaken out</b>			

## 4. Water, sanitation and hygiene (WASH) facility principles for terminal cleaning and decontamination

4.1 WASH inspection prior to decommissioning		Yes	No	Comments
4.1a	Adequate amount of water available on site (between 200-300 litres per bed per day)			
4.1b	Are there any septic tanks to be desludged? (A tank to be reused should only be emptied if it is over two-thirds full – see Section 6.3 of guidance document)			
4.1c	Is there a need for a vehicle to move and transport oversized and/or heavy materials (truck, cranes)?			
4.1d	Has a sanitary survey been conducted of the water points used by the Ebola treatment centre?			
4.1e	Are there any hazardous chemicals that will need safe removal/disposal (e.g., chlorine)?			
4.2 WASH inspection after decommissioning		Yes	No	Comments
4.2.1 Temporary latrines		Yes	No	Comments
4.2.1a	Superstructures <sup>v</sup> disinfected			
4.2.1b	Superstructures dismantled			
4.2.1c	Latrine materials to be reused are disinfected and safely stored			
4.2.1d	Latrine pit backfilled to ground level			
4.2.1e	Latrine pit site clearly demarcated			
4.2.2 Existing permanent latrines (e.g., in schools, health centres)		Yes	No	Comments
4.2.2a	Superstructures cleaned and disinfected			
4.2.2b	Slab/toilet cleaned and disinfected			
4.2.3 Septic tanks		Yes	No	Comments
4.2.3a	If the tank is <b>not to be reused</b> : <ul style="list-style-type: none"> <li>The tank is properly sealed, backfilled and clearly demarcated</li> <li>The inspection chamber is dismantled and sealed with concrete</li> </ul>			
4.2.3b	If the septic tank is functioning and <b>to be reused</b> : <ul style="list-style-type: none"> <li>The tank is less than two-thirds full</li> </ul>			
4.2.3c	No faecal waste visible on site			

<sup>v</sup> A structure built on top of a latrine; e.g., the timber frame, wood frame, aluminum frame and the roof.

4.2.4 Temporary showers		Yes	No	Comments
4.2.4a	Superstructures disinfected			
4.2.4b	Superstructure dismantled			
4.2.4c	Shower materials to be reused are disinfected and safely stored			
4.2.4d	Soakaway pits disinfected			
4.2.4e	Soakaway pits backfilled			
4.2.5 Permanent showers		Yes	No	Comments
4.2.5a	Showers disinfected			
4.2.5b	Soakaway pits disinfected			
4.2.5c	Drainage channels backfilled			
4.2.6 Water facilities		Yes	No	Comments
4.2.6a	Water pipes and taps disinfected			
4.2.6b	Water pipes and taps dismantled			
4.2.6c	Exterior of water tanks disinfected			
4.2.7 Solid waste		Yes	No	Comments
4.2.7a	No visible waste in green zone waste disposal site			
4.2.7b	No visible waste in red zone waste disposal site			
4.2.7c	Disposal pits (sharps, organics and ash) properly backfilled and sealed			
4.2.8 WASH-related chemicals		Yes	No	Comments
4.2.8a	No lime, chlorine or other hazardous material and/or their containers found on the site			
4.2.8b	Local community satisfied with decontamination			
4.2.8c	Equipment inspected by a WASH engineer prior to repurposing			
4.2.9 Pipe network		Yes	No	Comments
4.2.9a	Pipe networks disinfected with 0.5% chlorine			
4.2.9b	Water network flushed with a pumping system			
4.2.9c	If the site is dismantled, the pipes are removed to an approved dumping site			

## 5. Occupational health and safety (OHS) risks for decommissioning procedures

5.1 Inspection before decommissioning		Yes	No	Comments
5.1a	OHS hazard assessment completed			
5.1b	Written OHS mitigation plan			
5.1c	OHS training of decommissioning workers completed			
5.1d	First aid officer identified and necessary supplies available			
5.1e	Written plan for necessary medical treatment of injuries and exposures			
5.2 Inspection during decommissioning		Yes	No	Comments
5.2a	Daily OHS briefing completed			
5.2b	Appropriate PPE available			
5.2c	All daily injuries and exposures documented			
5.3 Inspection after decommissioning		Yes	No	Comments
5.3a	A method in place to collect the following information: <ul style="list-style-type: none"> <li>• Outcomes of all injuries and exposures</li> <li>• Any illness occurring during and within 30 days of the end of decommissioning work</li> <li>• Any hazardous materials or chemicals left on-site</li> </ul>			
5.3b	Report OHS lessons learnt and recommendations			

<b>6. Operations</b>				
<b>6.1</b>	<b>Preparation pre-assessment</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
6.1a	List of PPE, chlorine and detergent, tools required (e.g., hammer, demarcation tape, plastic mesh)			
6.2b	List of equipment and decision on future destination (e.g., donation, incineration, landfill, reuse)			
6.1c	Briefing on the infrastructure			
6.1d	Definition of roles and responsibilities within the team			
6.1e	Initial decommission plan and timeframe available			
6.1f	Identification of “clean” zone			
6.1g	Required topics for training identified and listed			
6.1h	Agreement with the community to initiate the decommissioning process			
<b>6.2</b>	<b>Preparation phase assessment</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
6.2a	Assess the condition of equipment			
6.2b	Assess infrastructures and report areas that show visible sign of decay or breakdown			
6.2c	Assess needs for lifting and moving devices			
6.2d	Arrange servicing and recertification by qualified staff, where necessary, for equipment to be repurposed			
<b>6.3</b>	<b>Preparation phase post-assessment</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
6.3a	Revision of initial decommission plan and timeframe			
6.3b	Revision of list of equipment and decision on its future destination (e.g., donation, incineration, landfill, reuse)			
6.3c	Training pre-decontamination conducted			
6.3d	Risks assessed and mitigation in place			



7. Final steps (to reopen/repurpose the facility)		Yes	No	Comments
7.a	If a burning pit is used, close off with cement when all procedures are concluded			
7.b	Final list of material and equipment and actions taken (e.g., donation, incineration, landfill, reuse)			
7.c	Site plans including underground masonry structures, water points, pits and waste area			
7.d	Deviation from the initial waste management plan			
7.e	Photo journal			
7.f	Lessons learned and recommendations			
7.g	The IPC officer who conducted the pre-inspection has visually inspected all surfaces and decontaminated objects and confirmed that they have been properly cleaned and disinfected using a specific checklist			
7.h	An appointed government official responsible for the repurposed structure has inspected the facility to determine if any additional repairs or painting are required			