



World Health
Organization

Western Pacific Region

COVID-19 Infection Prevention and Control

Preparedness Checklist for Long-Term Care Facilities



COVID-19 IPC Preparedness Checklist for Long-Term Care Facilities

COVID-19 outbreaks in long-term care (LTC) facilities can have devastating effects on the health and well-being of residents, as they are vulnerable to serious infection due to their age and possible underlying medical conditions. Strengthening infection prevention and control (IPC) practice is crucial to prevent spread of COVID-19.

'Facility' refers to long-term care facility and 'Staff' refers to any employee of the LTC facility who provides care and support to residents.¹

This checklist can be used by facility administrators, IPC focal points or staff, internal or external professionals. There are seven elements of the checklist which include:

- o Facility information
- o Organization and planning
- o Safe and healthy work environment
- o Equipment and supplies
- o Cleaning, disinfection, and waste disposal
- o Education and training (for Staff, Residents and Visitors)
- o Communication

HOW TO USE THE CHECKLIST

1. Walk through the facility and carefully review each item listed within the checklist. Choose from options Yes or No and insert any comments for discussion.
2. On completion of the checklist, highlight any general observations and include any recommendations for action.
3. Discuss the results of the checklist with relevant staff and resident representatives and provide specific feedback.
4. Identify, prioritize, and plan as a team what measures should be implemented in the facility and ensure these plans are in place for immediate action.
5. For continuing best practices in IPC, repeat this process at regular intervals.

REFERENCES

1. Preventing and managing COVID-19 across long-term care services. Policy brief. WHO. 9 July 2020.
2. Infection Prevention and Control guidance for Long-Term Care Facilities in the context of COVID-19. Interim guidance. WHO. 21 March 2020.
3. Guidance on COVID-19 for the care of older people and people living in long-term care facilities, other non-acute care facilities and home. WHO. 2 July 2020.
4. Coronavirus Disease 2019 (COVID-19) Preparedness Checklist for Nursing Homes and other Long-Term Care Settings. US-CDC. 2020.
5. COVID-19 Response Improvement Action Checklist for the Elderly in Long Term Care Facilities. Ministry of Health, Labour and Welfare Japan. 12 July 2020.
6. Infection Prevention and Control Assessment Tool for Nursing Homes Preparing for COVID-19. US CDC. 2020. Available at: <https://www.cdc.gov/coronavirus/2019ncov/downloads/hcp/assessment-tool-nursing-homes.pdf>
7. Infection prevention and control and preparedness for COVID-19 in healthcare settings Fourth update. ECDC Europa. 3 July 2020. Available at: https://www.ecdc.europa.eu/sites/default/files/documents/Infection-prevention-and-control-in-healthcare-settings-COVID-19_4th_update.pdf



COVID-19 IPC Preparedness Checklist for Long-Term Care Facilities

Date of completion: _____

Time of completion: _____

Facility details

Facility name: _____

Address: _____

City: _____

Country: _____

Details of person completing checklist

Name: _____

Designation: _____

Email: _____

Phone: _____

About the facility

Number of beds in the facility: _____

Total number of residents in the facility: _____

Total number of staff in the facility: _____

- Number of registered nurses: _____
- Number of nurse aids/personal care attendants: _____
- Number of other staff: _____
- Total number of staff on shift upon completion of this checklist: _____

Organization and planning				
	ITEMS	YES	NO	COMMENTS
1	Assign a COVID-19 preparedness planning team with at least one person in charge of IPC (IPC focal point)			
2	Develop a surge capacity plan for extra staff, Personal Protective Equipment (PPE), and consumables required for IPC (such as alcohol-based handrub etc.)			
3	Establish a flexible shift schedule to cover enough staff to care for residents with suspected or confirmed COVID-19			
4	Develop and implement a screening and documentation process for all persons entering the facility (e.g. temperature check and health declaration)			
5	Ensure processes are available to detect and manage a resident with suspected COVID-19 (screening/triage, isolation, reporting, testing, referral, specific IPC measures to care for such cases)			
6	Establish criteria to discharge residents from isolation			
7	Develop and maintain a contact list of healthcare facilities where suspected cases can be referred for emergency			
8	Ensure that guidelines on IPC for safe management of deceased residents in the context of COVID-19 are available			
9	Ensure emergency contact name, addresses and telephone numbers for residents' family is up to date			

Safe and healthy work environment				
	ITEMS	YES	NO	COMMENTS
10	Ensure that all gatherings in crowded or close contact places are minimized or cancelled (such as group activities)			
11	Assess all staff and residents daily for symptoms suggestive of COVID-19 (e.g. fever, cough)			
12	Keep a record of all people who enter the facility for contact tracing			
13	Ensure informative posters are placed around the facility on hand hygiene and transmission-based precautions			

Equipment and supplies				
	ITEMS	YES	NO	COMMENTS
14	Ensure adequate supplies of PPE and other hygiene/cleaning items (e.g. medical mask, eye protection, gloves, gown, soap, alcohol-based handrub, detergent, disinfectant solution)			
15	Ensure hand hygiene materials (e.g. alcohol-based handrub) are available in every resident room and all other care and common areas			
16	Secure space in the facility to isolate residents suspected of COVID-19 (e.g. a single isolation room with bathroom)			
17	Ensure dedicated equipment for the care of isolated resident			
18	Ensure that all resident personal equipment and belongings are labelled			

Cleaning, disinfection and waste disposal				
	ITEMS	YES	NO	COMMENTS
19	Reduce the number of shared items, clean and disinfect shared items after every use between residents			
20	Cleaning staff should clean and disinfect the environment (e.g. the floor, patient room, toilets) at least daily, with a focus on frequently touched surfaces (e.g. doorknobs, switches, tables, phones, rehabilitation equipment)			
21	Use appropriate PPE when handling and washing contaminated linen as per facility guideline. Wash with detergent and hot water ($\geq 60^{\circ}\text{C}$)			
22	Safely dispose infectious waste in appropriate rubbish bags and safely handle rubbish bags with appropriate PPE as per facility guidelines			
23	Ensure good ventilation (e.g. opening windows where possible)			

Training and education				
	ITEMS	YES	NO	COMMENTS
STAFF				
24	Are guidelines available to detect and manage a resident with suspected COVID-19 (screening/ triage, reporting, testing, referral, specific IPC measures to care for such cases)?			
25	Are staff trained on IPC measures (e.g. hand hygiene, PPE use, physical distancing)?			

Training and education				
	ITEMS	YES	NO	COMMENTS
STAFF				
26	Provide access to educational resources which include: <ul style="list-style-type: none"> o Signs, symptoms and transmission of COVID-19 o Standard and transmission-based precautions o PPE donning and doffing and how to wear masks o How to screen and isolate residents suspected of COVID-19 o How to communicate with residents who are suspected or confirmed with COVID-19 o Health management (e.g. guidance for symptomatic staff who should stay at home and not go to work; processes for when it is safe to return to work following illness or exposure to suspected COVID-19 cases) and who to contact/report to within the facility o Reminders to avoid going to places which are crowded, close-contact settings, confined or enclosed spaces, even outside of work o Advice on coping with stress and staying healthy o Ensure that staff work clothes are changed and washed daily with detergent and hot water ($\geq 60^{\circ}\text{C}$) at the end of each work shift 			
RESIDENTS				
27	Provide COVID-19 information for residents including: <ul style="list-style-type: none"> o Signs and symptoms of COVID-19 o How to prevent infection, including hand and respiratory hygiene, physical distancing 			
28	Request residents and their family to inform staff immediately if they have any symptoms			
VISITORS				
29	Ensure COVID-19 information is visible for visitors including: <ul style="list-style-type: none"> o Signs and symptoms of COVID-19 o How to prevent infection, including hand and respiratory hygiene, physical distancing 			
30	Request all visitors to inform staff immediately if they have any COVID-19 symptoms			
Communication				
	ITEMS	YES	NO	COMMENTS
31	Have daily communication between administrators, IPC focal point and staff on: <ul style="list-style-type: none"> o Updates on COVID-19 from local public health units; o Relevant IPC activities 			
32	Provide updates to residents and their families informing on the facility's COVID-19 status and if this changes, what preparations are in place for residents and family			
33	Prepare a communications plan for what events will trigger communication with residents and their families in an event of a COVID-19 outbreak			
34	Ensure opportunities for staff and residents to share concerns and worries regularly			
35	Encourage and support residents to communicate with their family using methods of telecommunications, when visits are not allowed or limited			

GENERAL OBSERVATIONS

RECOMMENDATIONS FOR ACTION



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