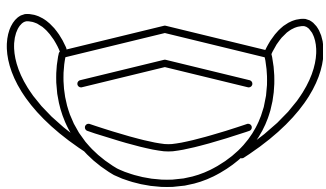


# Respiratory Preparedness Checklist for Residential Care Facilities



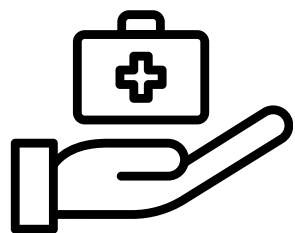
## Vaccination status

- Have you created a list of high-risk vulnerable care recipients in the event of an outbreak?
- Is there a plan to offer all residents vaccination against COVID-19 and influenza in accordance with the current vaccination schedule?
- Are you aware about the new RSV vaccination for persons aged above 60 years? Have you considered RSV vaccination for residents in your facility?
- Are all staff aware of vaccination recommendations or requirements?
- Have you recorded the vaccination status of all staff, residents, participants' contractors, volunteers?



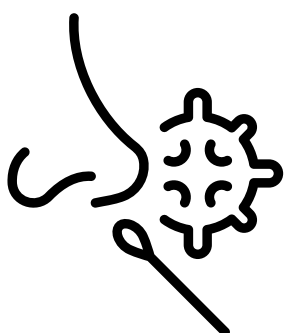
## Masks and respirators

- Have you undertaken a risk assessment to identifying risk of respiratory hazards?
- Do you have a policy that includes wearing of masks by staff, visitors and for cases and close contacts?
- Do you have signage encouraging staff to wear recommended masks?
- Do you have a fit testing program for staff who wear respirators?
- Do staff know how to correctly fit their masks?



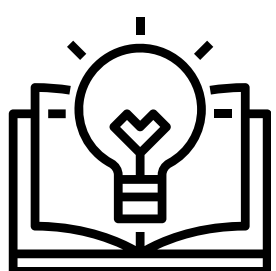
## Antiviral treatment and prophylaxis

- Have residents been assessed by their medical practitioner for eligibility for antiviral treatment and where applicable prophylaxis therapy for COVID-19 and influenza?
- Are medications available onsite or are pathways in place to ensure rapid supply?
- What is the volume of current imprest supply? How many residents are they holding imprest stock for?



## Testing

- Do residents know to report symptoms of acute respiratory infection? What is the process in place to enhance the reporting?
- Do your staff know they should not attend work if they are unwell?
- Do your staff know how to get tested at the first sign of symptoms?
- Do you have a testing policy for visitors visiting the facility, staff or residents visiting other sensitive settings and for cases and contacts?
- Do staff know who to tell if they return a positive COVID-19 or influenza test result?
- Do staff know how to notify workplace contacts and advise them on actions to follow?
- Do you have testing equipment available? Are staff trained to collect tests?



## Education and practice

- Does the facility have an IPC Lead, and have they completed the necessary education?
- Have staff undertaken education and training in relevant aspects of outbreak identification and management?
- Have staff completed a donning and doffing competency assessment demonstrating safe PPE use? How recent was the assessment?
- Are staff familiar with, and adhere to, infection prevention and control activities and the appropriate use of personal protective equipment (PPE)?
- Do your staff understand the policy for visitors entering facility, including masks and pre-entry testing?

# Respiratory Preparedness Checklist for Residential Care Facilities



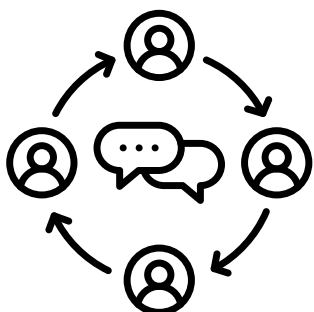

## Workforce planning

- Do you have a workforce plan, and is it up to date?
- Have you identified which staff have essential roles? Are there contingencies in place if this person is unable to work?
- Have you identified back-up staff in case essential staff are unable to work? Is it pre-planned and documented to access in emergency situations?
- Who do you contact to source additional staff?
- Have you developed a plan for cohorting/zoning staff in an outbreak?
- Do you know which staff work across multiple residential care services and which site may become their primary site if this is limited?



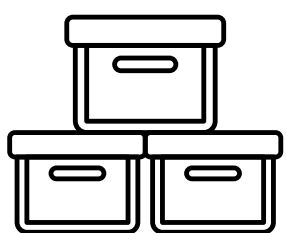

## Visitors to Residential Care facilities

- Do you have a system to check that visitors are well, and are not a COVID19 case or close contact?
- Do you have policies that recommend strategies to reduce risk, such as use of masks, and visits to occur in a resident's room, outdoors or in well-ventilated areas, rather than communal areas with other residents?
- How are your policies around visitors communicated?
- Do you have policies to support end-of-life visits, urgent support for a resident's immediate physical, cognitive or emotional wellbeing, or providing professional patient care as an emergency, healthcare, or an ambulance worker?
- Do you have a procedure for the implementation of partnership in care model?




## Communication

- Do you have a plan for communicating with staff, residents, volunteers, family members and other service providers (for example, cleaners) during an outbreak?
- Are the contact details for resident nominated representatives up to date?
- Do you have a plan to restrict unwell visitors entering the facility? Will you limit all other visitors during an outbreak to reduce risk of transmission?
- Will you promote/support alternate means of access to visitors (for example, telephone/video calls, outdoor meetings)?
- Can your current screening practices cope with high visitor numbers?




## Stock levels

- Do you have enough PPE, hand hygiene products, testing kits, and cleaning supplies?
- Are you holding 7 days stock? Do you know the burn rate in different situations?
- How are you managing to source RAT, PPE as the supply from NSP has ceased?
- Do you have enough storage and access if the facility and staff are cohorted?




## Cleaning

- Does the outbreak management plan (OMP) identify who is responsible for overseeing increased frequency of cleaning and waste disposal, liaison with contractors or hiring extra cleaners as necessary?
- Does the OMP identify the cleaning and disinfection agents that are to be used?
- Do you have adequate supply for an outbreak?