

# COVID-19: Self-Assessment Audit Tool for Long-term Care Homes and Retirement Homes

2<sup>nd</sup> Edition: July 2022

Instructions	
<p><b>Purpose:</b></p> <p>This self-assessment audit tool is designed to help infection prevention and control (IPAC) leads at long-term care homes and retirement homes assess how their IPAC practices meet minimum IPAC requirements under applicable legislation and regulations. An audit completed using this tool can assist when discussing the need for IPAC support from IPAC Hubs, public health units, Public Health Ontario, or other supporting agencies or Ministries. Staff performing this audit should ensure they are up-to-date with the most current IPAC protocols in their facility.</p> <p><b>When to use:</b></p> <p>This tool can be used to monitor the implementation and ongoing adherence to IPAC practices. Some areas will likely require more in-depth auditing (e.g., hand hygiene, PPE, environmental cleaning) if there is a change of policy / practice or there is an identified gap in adherence to best practice. Please refer to the COVID-19: Infection Prevention and Control Checklist for Long-Term Care and Retirement Homes to perform a more comprehensive assessment of IPAC practices.</p>	<p><b>How to use:</b></p> <ul style="list-style-type: none"> <li>• Set aside time to tour your home and complete this tool.</li> <li>• Consider bringing another staff person with you. You may each notice different areas for improvement. Certain items may require checking in with your administrator or charge nurse.</li> <li>• Provide specific location(s) and gaps identified under “Notes for Improvement” column.</li> <li>• Complete the action item section at the end for prioritizing and addressing items where response was “no”. Share these action items with the senior management to support improvement plans within a defined time.</li> <li>• Revisit this audit tool both to complete another audit and to determine if areas for improvement from the previous audit were addressed.</li> </ul>

Date (yyyy/mm/dd):	Auditor’s name:
Time (24hr - HH:MM):	Auditor’s signature:
	2nd auditor’s name:
	2nd auditor’s signature:

1 - Front Entrance			
1.1	Passive COVID-19 screening signage posted	Yes	No
1.2	Physical distancing (>2 metres) is being practiced as per current guidance	Yes	No N/A
1.3	Alcohol based hand rub (ABHR) with 70-90% alcohol is available	Yes	No
1.4	Medical masks are available with instructions for use posted	Yes	No
1.5	All individuals clean hands with ABHR and wear a medical mask to enter as per current masking guidance	Yes	No
1.6	If screener present, they are wearing a medical mask and also eye protection if not behind a barrier	Yes	No N/A
1.7	Screener is actively screening and logging in all individuals entering as per current guidance	Yes	No N/A
1.8	There is a process for active and/or passive screening of all staff and visitors for signs / symptoms of COVID-19 at the beginning of their shift/visit as per current guidance	Yes	No
<b>Notes for improvement:</b>			

<b>2 - Lobby (Skip to section 3 if no lobby)</b>			
2.1	Minimal furniture with surfaces that can be easily cleaned and disinfected	Yes	No
2.2	All surfaces are cleaned/disinfected at least daily and when visibly soiled	Yes	No
2.3	Signage visible outlining current guidance for physical distancing, wearing mask and cleaning hands	Yes	No
<b>Notes for improvement:</b>			

<b>3 - Elevators (Skip to section 4 if no elevators)</b>				
3.1	Signage for maximum number of people allowed at a time as per current guidance	Yes	No	N/A
3.2	ABHR is available on the outside wall adjacent to the elevators	Yes	No	
3.3	All high touch surfaces are cleaned at least daily and when visibly soiled	Yes	No	
<b>Notes for improvement:</b>				

<b>4 - Administrative areas - reception, offices</b>				
4.1	If shared offices, staff are compliant with current universal masking and physical distancing guidance	Yes	No	N/A
<b>Notes for improvement:</b>				

<b>5 - Staff break rooms / locker rooms</b>				
5.1	ABHR accessible at entrance and inside the room	Yes	No	
5.2	Staff clean hands before entering / exiting	Yes	No	
5.3	Staff remove mask only when sitting to eat or drink at the designated area	Yes	No	
5.4	Staff are compliant with current universal masking and physical distancing guidance	Yes	No	
5.5	Cleaning/disinfecting supplies are accessible to clean surfaces after use	Yes	No	
5.6	The room is cleaned / disinfected at least once daily	Yes	No	
<b>Notes for improvement:</b>				

<b>6 - Resident care floor - nursing station</b>				
6.1	No food or drink at the station	Yes	No	
6.2	ABHR is accessible	Yes	No	
6.3	Cleaning / disinfecting wipes and gloves are accessible to clean surfaces after use (e.g. keyboard)	Yes	No	
6.4	All high touch surfaces are cleaned at least daily and when visibly soiled	Yes	No	
<b>Notes for improvement:</b>				

<b>7 - Resident care floor - resident common areas (activity rooms, physiotherapy, dining)</b>				
7.1	ABHR accessible at entrance and inside the room	Yes	No	
7.2	Residents' hands are cleaned at entry and exit (if observed)	Yes	No	N/A
7.3	Staff clean hands as per four moments of hand hygiene (if observed)	Yes	No	N/A
7.4	Physical distancing and masking (as tolerated) is maintained by residents between the cohorts / groups in accordance with current guidance	Yes	No	N/A
7.5	All high touch surfaces are cleaned at least daily and when visibly soiled.	Yes	No	N/A
<b>Notes for improvement:</b>				

<b>8 - Resident care floor - resident rooms</b>				
8.1	ABHR accessible at entrance and at point of care	Yes	No	
8.2	Staff cleaning hands as per four moments of hand hygiene (if observed during this audit)	Yes	No	N/A
8.3	For Routine Practices staff has access to PPE as per their point of care risk assessment (PCRA)	Yes	No	
8.4	For resident placed on Additional Precautions there is appropriate signage and access to PPE supplies	Yes	No	N/A
8.5	Staff and visitors have received education and training on how to safely use PPE	Yes	No	N/A
8.6	Staff are wearing a fit-tested, seal-checked N95 respirator or equivalent in addition to other indicated PPE for the care of suspect, probable or confirmed case of COVID-19	Yes	No	N/A
8.7	Residents are assessed at least once daily for signs and symptoms of COVID-19, including temperature checks (check with the charge nurse)	Yes	No	N/A
8.8	The room is cleaned / disinfected at least once daily and when visibly soiled	Yes	No	
8.9	Equipment that cannot be dedicated to a single resident is cleaned and disinfected between residents	Yes	No	
8.10	Waste receptacles are positioned near the exit inside of the resident room to support easy disposal of PPE and laundry bins when reusable gowns are used	Yes	No	
<b>Notes for improvement:</b>				

<b>9 - Check with charge nurse or administrator that:</b>				
9.1	Staffing is sufficient and there is a contingency plan that identifies staffing needs and prioritizes critical and non-essential services based on resident needs	Yes	No	
9.2	PPE stockpile is sufficient	Yes	No	
9.3	Isolation rooms are set aside and available as per Ministry of Long-Term Care guidance	Yes	No	N/A
9.4	Indoor spaces are well-ventilated (i.e., through properly functioning and maintained HVAC systems, natural ventilation)	Yes	No	
9.5	Staff have been informed about the most recent guidance (e.g., updated communication boards, interviewing staff, email blasts)	Yes	No	
<b>Notes for improvement:</b>				

**10 - List any additional IPAC concerns (e.g., physical distancing in outside visiting areas or smoking areas):**

**Summary of action items (set a date for completion for each item):**

**Resources**

Ontario. Ministry of Health; Ontario. Ministry of Long-Term Care. COVID-19 Guidance: Long-Term Care homes and Retirement Homes [Internet]. Version 6. Toronto, ON: Queen's Printer for Ontario; 2022 [cited 2022 Jun 10]. Available from: [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_LTC\\_homes\\_retirement\\_homes\\_for\\_PHUs\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_LTC_homes_retirement_homes_for_PHUs_guidance.pdf)

Ontario. Ministry of Long-Term Care. Minister's Directive: COVID-19 response measures for long-term care homes [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2022 June 9]. Available from: <https://www.ontario.ca/page/ministers-directive-covid-19-response-measures-for-long-term-care-homes>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). COVID-19: Infection Prevention and Control Checklist for Long-Term Care and Retirement Homes [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [updated 2021 November; cited 2022 June 10]. Available from: <https://www.publichealthontario.ca/-/media/documents/nCoV/ipac/covid-19-ipac-checklist-ltcrh.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). COVID-19 long-term care resources [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [updated 2021 Jan 8; cited 2022 June 10]. Available from: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/long-term-care-resources>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Interim Infection Prevention and Control Measures based on COVID-19 Transmission Risks in Health Care Settings [Internet]. Toronto, ON: Queen's Printer for Ontario; 2022 [cited 2022 June 10]. Available from: [https://www.publichealthontario.ca/-/media/Documents/nCoV/ipac/technical-brief-ipac-measures-transmission-risks.pdf?sc\\_lang=en](https://www.publichealthontario.ca/-/media/Documents/nCoV/ipac/technical-brief-ipac-measures-transmission-risks.pdf?sc_lang=en)

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Infection prevention and control (IPAC) [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [updated 2021 Mar 30; cited 2022 June 10]. Available from: <https://www.publichealthontario.ca/en/health-topics/infection-prevention-control>

**Publication History:**

Published: December 2021  
2<sup>nd</sup> Edition: July 2022

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