

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

Published: December 23, 2021

| Instructions |
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| <p>Purpose:</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, regulations, and specifically Directive # 3 issued by the Ministry for Long-Term Care Homes under the Long-Term Care Homes Act, 2007.</p> <p>When to use:</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 (i.e. PPE) if there is a change of policy / practice or there is an identified gap in adherence to best practice.</p> <p>How to use:</p> <ul style="list-style-type: none"> • Set aside time to tour your facility and complete this tool. • 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. • Provide specific location/s and gaps identified under “Notes for Improvement” column. • Complete the action item section in the end for prioritizing and addressing items where response was “no”. Share these action items with the senior management to support improvement plans within defined time. • Re-visit this audit tool both to complete another audit and determine if areas for improvement from the previous audit were addressed. |

| | |
|----------------------|--------------------------|
| Date (yyyy/mm/dd): | Auditor’s name: |
| | Auditor’s signature: |
| Time (24hr - HH:MM): | 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 | Yes | No |
| 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 | Yes | No |
| 1.6 | Screeener is wearing a medical mask and also eye protection if not behind a barrier | Yes | No |
| 1.7 | Screeener is actively screening and logging in all individuals entering | Yes | No |
| 1.8 | Anyone who fails screening is not permitted entry | Yes | No |
| Notes for improvement: | | | |



| 2. Lobby (Skip to section 3 if no lobby) | | | |
|--|--|-----|----|
| 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 | Yes | No |
| 2.3 | Signage visible for physical distancing, wearing mask and cleaning hands | Yes | No |
| Notes for improvement: | | | |

| 3. Elevators (Skip to section 4 if no elevators) | | | |
|--|---|-----|----|
| 3.1 | Signage for maximum number of people allowed at a time | Yes | No |
| 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 | Yes | No |
| Notes for improvement: | | | |

| 4. Administrative areas - reception, offices | | | | |
|--|---|-----|----|-------|
| 4.1 | If shared offices, there is >2 m distance between the occupants and masks are worn as part of universal masking | Yes | No | N / A |
| Notes for improvement: | | | | |

| 5. Staff break rooms / locker rooms | | | |
|-------------------------------------|--|-----|----|
| 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 maintain >2 m physical distance | 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 |
| Notes for improvement: | | | |

| 6. Resident care floor - nursing station | | | |
|--|---|-----|----|
| 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 |
| Notes for improvement: | | | |



7. Resident care floor - resident common areas (activity rooms, physiotherapy, dining)

| | | | | |
|-----|--|-----|----|-------|
| 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 | Yes | No | N / A |

Notes for improvement:

8. Resident care floor - resident rooms

| | | | | |
|-----|---|-----|----|-------|
| 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 are wearing a fit-tested, seal-checked N95 respirator or equivalent for the care of suspect, probable or confirmed case of COVID-19 | Yes | No | N / A |
| 8.6 | Staff are wearing a fit-tested, seal-checked N95 respirator or equivalent when performing aerosol-generating medical procedure on a 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 | |
| 8.8 | The room is cleaned / disinfected at least once daily | Yes | No | |

Notes for improvement:

9. Check with charge nurse or administrator that:

| | | | | |
|-----|--|-----|----|--|
| 9.1 | Staffing is sufficient | 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 | |
| 9.4 | HVAC systems are functioning properly (check with facility manager) | Yes | No | |
| 9.5 | Staff have been informed about the most recent Ministry directives and guidance (e.g., updated communication boards, interviewing staff, email blasts) | Yes | No | |

Notes for improvement:



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; Ministry of Long-Term Care. COVID-19 directive #5 for hospitals within the meaning of the Public Hospitals Act and Long Term Care Homes within the meaning of the Long-Term Care Homes Act, 2007. Issued under Section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7 [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [modified 2021 Dec 17; cited 2021 Dec 21].

Available from: https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/public_hospitals_act.pdf

Ontario. Ministry of Health; Ministry of Long-Term Care. COVID-19 directive #3 for long-term care homes under the Long-Term Care Homes Act, 2007. Issued under section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7 [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [modified 2021 Dec 17; cited 2021 Dec 21].

Available from: https://www.health.gov.on.ca/en/pro_programs/publichealth/coronavirus/docs_directives/LTCH_HPPA.pdf

Ontario. Ministry of Health; Ontario. Ministry of Long-Term Care. COVID-19 guidance: long-term care homes and retirement homes for public health units [Internet]. Version 2.1. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Dec 21].

Available from: https://www.health.gov.on.ca/en/pro_programs/publichealth/coronavirus/docs/2019_LTC_homes_retirement_homes_for_PHUs_guidance.pdf

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 2021 Dec 23].

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). Infection prevention and control (IPAC) [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [updated 2021 Mar 30; cited 2021 Dec 23].

Available from: <https://www.publichealthontario.ca/en/health-topics/infection-prevention-control>

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