

COVID-19 Response Improvement Action Checklist for the Elderly in Long Term Care Facilities

★ Purpose of this checklist:

This action checklist is intended to visualize priority items when voluntarily working to strengthen COVID-19 response at elderly in long term care facilities. It was developed to create consensus towards next actionable steps. ☒

It has been developed as a checklist in which you can choose the improvement ideas that should be implemented at your workplace. It is effective when being used in a group discussion setting among your colleagues. Each item has been derived from practical measures in real workplaces against COVID-19 and has been categorized into use for administrators and staff. This action checklist can promote COVID-19 risk mitigation measures that are tailored to your workplace. ☒

★ How to use this checklist:

1. Read each item carefully. Check each item on the list to determine whether each measure has already been implemented at your workplace or a new measure must be implemented in place going forward. (this step is individual work). ☒
2. Discuss the results of the checklist with other members. Discuss what measures can be implemented at your workplace (this step is-group work).
3. For already existing good practices, discuss how you might be able to strengthen those measures at your workplace. For those measures that must be put in place, prioritize and make plans for immediate action.
4. Begin working on feasible measures, especially those that were marked priority.

★ Points to remember when using this checklist:

- Action checklist is not for evaluating the quality of your workplace's COVID-19 response measures. It is a tool to facilitate feasible risk mitigation measures that is right for your workplace.
- It is important to focus on the existing good practices in your workplace. It should be emphasized that looking at achievements rather than pointing out shortcomings always promotes positive and constructive thinking that leads to concrete improvements.
- This checklist is not an exhaustive list of all necessary measures. You can take parts of this action checklist, change the order of items, etc. to make it most useful for your workplace.
- Management needs to comply with national legal obligations in establishing their workplace COVID-19 prevention and control plan.

The use of this action list is free and does not need to get authorization. ☒

However, if you have made changes to the list, please do not list our names to the new checklist.

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Place : _____

Date : _____

[How to use the checklist] This action checklist was developed to prevent the outbreak of COVID-19 at long term care facilities. The action checklist can be used by reviewing the risk mitigation measures below and discussing amongst your colleagues. For those measures that are already in place, discuss how you might be able to strengthen the existing efforts. For those measures that are not in place, prioritize and agree on specific actionable steps that can begin today.

[Marking the checklist] ● **If the measure has already been implemented properly or is not needed, mark NO under "Do you propose action?"**
 ● **If you think the measure would be worthwhile, mark YES.** Use the space under Remarks to add comments, describe a situation, or add a suggestion.

[Selecting priorities] After you have finished, review the items you have marked YES. Choose several items for which the benefits seem to be most important. Mark PRIORITY for these items. (Get through to here in about 10 minutes)

[Group discussion about the results] Discuss the checked results jointly with other members. Agree on existing good practices and on actions to be taken based on the checklist result.
 Communicate with manager and staff members about the proposed solutions and follow up on implementing these actions. (Spend about 35 minutes)

		Do you propose action?			Remark
		NO	YES	PRIORITY	
A. Organization	1. Assign a person in charge of infection control and notify everyone of their roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Create a contact-list of local medical facilities, care facilities, and health centers and post it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Provide information regularly regarding the epidemic infectious diseases and their prevention practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Have communication daily regarding transmission reduction measures between the manager and infection control staff members. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Share a flow chart of how to respond to an infection outbreak in the facility. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Prepare in advance the Business/care Continuity Plan (BCP) for when a case is found at the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Respond to external questions, such as those from families and external partners who are involved in facility operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Build relationships with infectious disease experts to exchange information about infection control for COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Health management for members of the staff	1. Check the health condition of members of the staff (including external contractors) every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Establish a protocol for when to suspend and return to work for staff members who were exposed and have had close contact with COVID-19 cases or have developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Establish procedures of infection control for staff members (Standard Precaution and transmission based precautions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Train staff members on necessary infection control practices and check them every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Safe and healthy work environment	1. Identify 3C conditions (Crowded places, Close-contact settings, Confined and enclosed spaces) and avoid these situations/conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Ensure opportunities for staff members to share concerns and worries regularly .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Establish a flexible shift schedule and workflow so that work can be covered when someone gets sick. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Secure required number of Personal Protective Equipment (PPE) for staff members. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Health Management for facility users	1. Inform infection prevention measures-to facility users and their families. <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Establish rules around visitations (check health status before the visitation, mask-wearing, standards for when visitations will not be allowed, etc.). <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Update emergency contact addresses and telephone numbers for clients' families. <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Emergency preparedness for when cases occur	1. Establish emergency steps for what to do when suspected cases arise (reporting, seeking physicians, collecting samples from suspected cases by doctors/nurses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Conduct training in advance on how to isolate, set zoning, and allocate staff members when suspected cases arise. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Set up a response taskforce with the head of the facility in charge when suspected cases arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Consult with collaborating physicians or local health centers when suspected cases arise. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Create response records immediately when a suspected case arises. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Isolate suspected cases to-an appropriate space so that they will not infect others. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Establish a protocol for responding to staff members, families of users, and media when suspected cases arise. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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[Group discussion about the results] Discuss the checked results jointly with other members. Agree on existing good practices and on actions to be taken based on the checklist result.
 Communicate with manager and staff members about the proposed solutions and follow up on implementing these actions. (Spend about 35 minutes)

		Do you propose action?			Remark
		NO	YES	PRIORITY	
A. My Health Management	1. Check my health status every day, and will not go into work if I am having any symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Consult employment regulation for the date to return to work after I was showing symptoms and had stayed home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Avoid going to situations that meet the 3C conditions (Crowded places, Close-contact settings, Confined and enclosed spaces) even outside of work hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Wear masks during work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Prepare a sufficient number of uniforms so that they can be washed daily and wash them at the end of each work shift. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Change into personal clothes immediately upon returning home if you commute in your uniform. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Health Management for facility users	1. Check the health status of users and halt usage of the facility by those who have developed symptoms. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Notify rules around visitations (check health status before the visitation, short visitation times, standards for when visitations will not be allowed) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Place alcohol based handrub to readily available round the facility. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Record and manage in and out of users (name, visitation time/date, visitation duration, contact). <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Consider whether an alternative service might be necessary for users with symptoms, and help to coordinate such alternative services if necessary. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Safe and Healthy work environment	1. Limit contact to a minimum by keeping as much distance as possible from one another at work including during breaks or changing clothes. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Be cognizant and work towards keeping staff stations and other areas used by staff organized, maintained, and clean. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Ensure opportunities for staff members to share concerns and worries regularly. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Plan work management so that operations can continue even if some members of the staff suddenly take sick leave. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Infection Control for Covid-19	1. Conduct appropriate hand hygiene practices (hand washing with soap and water or hand hygiene with alcohol-based handrub).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Learn how to properly don and doff PPE, and do them appropriately for each care. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. List up PPE that is needed for each care procedure. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Establish washing and disinfecting methods for items that need to be re-used and develop a manual. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Instruct users on proper handwashing and coughing etiquette. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Wipe and disinfect high-frequency contact surfaces in each work shift. (doorknobs, handrails, light switches, tables, bed frames, keyboards, mice, phones, rehabilitation equipment, etc.) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Ensure good ventilation by allowing outside air in twice every hour or so. If that is difficult, use a ventilation fan. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Handle and wash contaminated linens using gloves, masks, plastic aprons making sure that the contamination does not spread. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9. Reduce the number of shared items as much as possible, or wash/disinfect after every use. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	10. Do simulation exercise to follow specific steps when you have a suspected case (reporting, seeing a physician, method of sample collection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	