



Novel Coronavirus (COVID-19)

Checklist for Residential Aged Care Facility (RACF) preparation for COVID-19 prevention and outbreak management

Please note that this checklist for preparation is presented as a guide only and is not an exhaustive list of requirements for RACF pandemic preparation. It should be used **in conjunction with** the [CDNA National Guidelines for the Prevention, Control and Public Health Management of COVID-19 Outbreaks in Residential Care Facilities in Australia](#). The COVID-19 situation is rapidly evolving and each RACF should [check Federal updates](#) on an at least daily basis. Check-list information is not intended to be a substitute for advice from other relevant sources including advice from health professionals. RACFs must fulfil their legal responsibilities in relation to infection control by adopting standard and transmission-based precautions as directed in the [Australian Guidelines for the Prevention and Control of Infection in Healthcare \(2019\)](#). RACFs are also required to operate under the Aged Care Act 1997 and comply with Aged Care Quality Standards.

Checklist

- Review and update RACF outbreak management plan including, but not limited to, consideration of:
 - single point of entry and risk assessment for all staff, visitors, contractors, delivery drivers
 - business continuity planning in setting of potential staff sick leave
 - roster adjustments to prevent or reduce cross infection through cohorting of staff
- Familiarise all staff (clinical and non-clinical) with [work exclusion / isolation requirements](#)
- Ensure that each resident has an [up-to-date advance care plan](#) (statement of choice). See www.mycaremychoices.com.au for more information or call 1300 007 227. Fax or email Statement of Choices, Advance Health Directive, Enduring Power of Attorney, QCAT orders and revocation documents to the Office of Advance Care Planning (Fax: 1300 008 227, Email: acp@health.qld.gov.au) to make these accessible to Queensland Health Clinicians, Queensland Ambulance Service and authorised GPs
- Arrange General Practitioner (GP) review of all residents who are currently prescribed nebulisers (regular or as required) to evaluate change of these to metered aerosols with spacers where clinically appropriate
- Ensure that all residents receive seasonal influenza vaccination (unless contraindicated) and facilitate staff influenza vaccination programs and maintain register of staff vaccination status; ensure resident pneumococcal vaccination is up-to-date.
- Distribute [resident and family COVID-19 information sheet](#)

- Ensure that staff have [training and competency in hand hygiene](#) and infection control
- Ensure that staff have training and competency in application and removal of personal protective equipment (PPE) - [Safe fitting and removal of personal protective equipment \(PPE\) for healthcare staff](#)
- Ensure that staff have training and competency in appropriate handling and disposal of sharps and [clinical waste](#), environmental cleaning, laundry and food handling processes
- Ensure that staff have training and competency in [end of life care](#) including [subcutaneous infusion pump \(e.g. NIKI\) competency](#)
- Ensure adequate supplies of personal protective equipment, imprest medication, oxygen and subcutaneous infusion devices e.g. NIKI pumps
- Ensure that, where possible, isolation rooms meet infection control criteria including, for example:
 - Hand-wash basin in the room (hands-free operation if possible)
 - Single-use paper hand towels
 - Ensuite bathroom (shower, toilet, hand-wash basin)
 - Room has door with door self-closer (if possible)
 - Minimum 1.5 metre separation between beds in multi-bed rooms
 - Hands-free covered rubbish bins (e.g. pedal bins) for safe disposal of tissues, gloves, masks, paper hand towels etc.
 - Room restriction signs including required PPE for entry
 - Independent air conditioner / filter system if available
- Review and ensure processes in place for management of the deceased that meet infection control guidelines
- Update contact lists including contact details for local [public health units](#), RACF acute care support services (RaSS), palliative care services, private pathology laboratories
- Comply with all advices, notices and directives made in respect of state and federal legislation and policy as it is made or provided to relevant persons or entities for ensuring the safety of residents receiving services in Residential Aged Care Facilities in Queensland.