

## COVID-19 CHECKLIST FOR PRIMARY CARE FACILITIES

<b>Name of Health Facility:</b>			
<b>Contact person at health facility:</b>		<b>Number of health care workers<sup>1</sup> employed by facility:</b>	
<b>Role: (please select one)</b>			
IPC Focal Person    Facility Manager    Other			
<b>District:</b>		<b>State/Province:</b>	<b>Country:</b>
<b>Date of visit:</b>		<b>Date of last visit:</b>	
Surveillance			Comments
1a.	Total number of <b>patients seen</b> at this health facility in the previous month	#	
1b.	Number of <b>patients screened</b> on entrance to this health facility for COVID-19 symptoms in the previous month	#	
1c.	Number of <b>suspected COVID-19 patients</b> reported to local surveillance personnel from this health facility in the previous month	#	
2a.	Number of unique <sup>2</sup> health care workers ( <b>HCWs</b> ) <sup>1</sup> <b>who reported to work</b> at this health facility in the previous month	#	
2b.	Number of new <b>suspected COVID-19 infections among HCWs</b> at this health facility in the previous month	#	
2c.	Number of new <b>confirmed COVID-19 infections among HCWs</b> at this health facility in the previous month	#	
2d.	Does the facility have an assessment and management protocol in place (including a register, assessment tools, communication, etc.) for exposed or confirmed HCWs?	Yes	No
Screening and Triage			Comments
3a.	Are dedicated screening and triage personnel trained and in place?	Yes	No
3b.	Does the health facility have a dedicated screening and triage area for each open entry point into the health facility?	Yes	No

1 "Health workers are all people engaged in work actions whose primary intent is to improve health, including doctors, nurses, lab technicians, cleaning staff, drivers, social workers, and administrators, among others."

WHO Charter – Health worker safety: a priority for patient safety. Students and volunteers should also be included.

2 Health care workers reporting to work more than once during the reporting period should only be counted once.

## COVID-19 CHECKLIST FOR PRIMARY CARE FACILITIES

3c.	Is/are the dedicated screening and triage area(s) outdoors and separated from patient care areas?	Yes		
		No		
		N/A if 3b		
		No		
3d.	Does/do the dedicated screening and triage area(s) have adequate spacing between patients (2m preferred, but minimum of 1m separation)?	Yes		
		No		
		N/A if 3b		
		No		
3e.	Is a functional infrared no-touch thermometer available <sup>3</sup> in the screening and triage area and is it being used as per thermometer instructions <sup>4</sup> ?	Yes	No	
3f.	Are triage forms and registers available <sup>3</sup> and properly utilized?	Yes	No	
3g.	Does the facility have a protocol for separation and isolation of patients with suspected COVID-19?	Yes	No	
<b>Infection Prevention and Control</b>				<b>Comments</b>
4.	Does the facility have IPC guidelines or standard operating procedures (SOPs) that are readily accessible to health facility staff?	Yes	No	
5.	Does the facility have personnel trained in IPC/an IPC professional employed who is responsible and accountable for IPC at the health facility?	Yes	No	
6.	Does the health facility have a register/electronic database containing the names of the health workers who were trained, the training date, the training type, and the organization that provided the training?	Yes	No	

<sup>3</sup> Available means the item is present at the health facilities and easily accessible to all health care workers.

<sup>4</sup> Maximum number of hours of use per day, rest period between patients, etc.

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7.	Have $\geq 80\%$ of HCW at this facility been trained on the topics below within the last 6 months:			
	Standard precautions	Yes	No	
	Airborne precautions	Yes	No	
	Droplet precautions	Yes	No	
	Contact precautions	Yes	No	
	Donning and doffing PPE	Yes	No	
8.	Is natural ventilation (windows not obstructed and able to be opened at all times) available in <u>all</u> patient care areas and waiting areas?	Yes	No	
<b>Hand Hygiene</b>				<b>Comments</b>
9.	9a. Total number of hand hygiene stations in the screening and triage areas (denominator)	#		
		Please enter "N/A" if 3b is "No"		
	9b. Number of hand hygiene stations in the screening and triage areas that are functional and have adequate <sup>5</sup> supplies for use on the date of visit (numerator)	#		
		Please enter "N/A" if 3b is "No"		
10.	10a. Total number of hand hygiene stations in patient care areas inside the health facility (denominator)	#		
	10b. Number of hand hygiene stations in patient care areas inside the health facility that are functional and have adequate <sup>5</sup> supplies for use on date of visit (numerator)	#		
11.	11a. Total number of opportunities <sup>6</sup> observed where hand hygiene should have been performed (denominator)	#		
	11b. Number of hand hygiene opportunities observed to be performed correctly (numerator)	#		

5 Adequate supplies: water, soap, and a functioning tap **AND/OR** alcohol-based hand rub

6 Hand hygiene opportunity is defined as any opportunity when hand hygiene should be performed (e.g., before and after examining a patient, before donning PPE, after doffing PPE, etc.).

[https://www.who.int/gpsc/tools/5momentsHandHygiene\\_A3.pdf?ua=1](https://www.who.int/gpsc/tools/5momentsHandHygiene_A3.pdf?ua=1)

## COVID-19 CHECKLIST FOR PRIMARY CARE FACILITIES

PPE		Comments	
12.	Are surgical masks accessible to health care workers today?	<p>Available</p> <p>Stockout for past 1–7 days</p> <p>Stockout for past 8–14 days</p> <p>Stockout for past 15–30 days</p>	
13.	13a. Total number of HCWs who should have been wearing medical/surgical masks at all times when they worked in clinical areas during the observation period (denominator)	#	
	13b. Number of HCWs who are wearing medical/surgical masks appropriately at all times when they work in clinical areas during the observation period (numerator)	#	
14.	Are face shields or goggles accessible to health care workers today?	<p>Available</p> <p>Stockout for past 1–7 days</p> <p>Stockout for past 8–14 days</p> <p>Stockout for past 15–30 days</p>	

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15.	15a. Total number of HCWs who should have been wearing face shields or goggles at all times when they worked in clinical areas during the observation period (denominator)	#		
	15b. Number of HCWs who are wearing face shields or goggles appropriately at all times when they work in clinical areas during the observation period (numerator)	#		
<b>Environmental Cleaning and Waste Management</b>				<b>Comments</b>
16a.	Is a guideline or SOP available <sup>3</sup> on how to perform cleaning and disinfection?	Yes	No	
16b.	Is there a cleaning scheduled that has been filled out daily?	Yes	No	
16c.	Have staff performing cleaning and disinfection been trained on cleaning, disinfecting, and health facility waste management?	Yes	No	
16d.	Do cleaning staff clean with appropriate protective gear? (Must be observed)			
	Eye protection (goggles and/or face shields)	Yes	No	
	Medical/surgical mask	Yes	No	
	Closed toe shoes or boots	Yes	No	
	Rubber gloves	Yes	No	
	Impermeable apron	Yes	No	
16e.	Are required cleaning supplies available <sup>3</sup> ? (Must be observed)			
	Water	Yes	No	
	At least two buckets: one for clean water and one for soapy water	Yes	No	
	Mop (1 per area)	Yes	No	
	Color-coded cleaning cloths	Yes	No	
	Cleaning solution (detergent)	Yes	No	

## COVID-19 CHECKLIST FOR PRIMARY CARE FACILITIES

16f.	Is 0.5% chlorine solution available <sup>3</sup> for disinfection of blood and body fluid spills?	Yes	No	
16g.	Is 0.1% chlorine solution available <sup>3</sup> for disinfection of surfaces and floors?	Yes	No	
16h.	<p>Please select <b>only</b> one of the following:</p> <p>There is an accessible record of cleaning for ALL areas including floors, horizontal work surfaces, sinks, veronica buckets, reusable medical equipment, etc., which is completed and signed by the cleaners each day.</p> <p>There is an accessible record, but it is not completed and signed daily OR it is outdated.</p> <p>There is no record of areas including floors, horizontal work surfaces, sinks, veronica buckets, reusable medical equipment, etc., being cleaned.</p>			
17a.	Is waste sorted (e.g., indicated by colors or labeling) according to the type of waste: infectious, non-infectious, sharps (from source, during collection, to disposal (collection for removal from the HCF) and/or treatment – incineration or open pit burning))?	Yes	No	
17b.	Are covered, sealed, and labelled (infectious and non-infectious) waste bins available <sup>3</sup> at all patient service points?	Yes	No	
17c.	Are sharps containers available <sup>3</sup> at all points of use and emptied when three quarters full (line or tape should demark the $\frac{3}{4}$ mark)?	Yes	No	