

## SHELTER/RESPITE CENTRE COVID-19 IPAC CHECKLIST

		Yes	No	Notes
<b>1</b>	<b>MAIN ENTRANCE</b>			
	<p><i>Available close to the entrance:</i></p> <ul style="list-style-type: none"> <li>• Alcohol-based hand rub (70-90% alcohol concentration)</li> <li>• Tissues</li> <li>• Surgical masks</li> <li>• No touch waste receptacle</li> <li>• Signage on: proper hand hygiene, physical distancing, respiratory etiquette, proper mask usage, COVID-19 signs/symptoms</li> </ul>			
<b>2</b>	<b>SCREENING</b>			
	<p><i>Entry screening</i></p> <ul style="list-style-type: none"> <li>• Screener available 24/7</li> <li>• COVID 19 sign/symptom questions asked of all clients, volunteers and suppliers</li> <li>• Surgical mask and gloves worn by screener within 2 metres of clients/staff if no physical barrier possible</li> </ul>			
	<p><i>Active/case finding screening</i></p> <ul style="list-style-type: none"> <li>• Wellness checks with clients performed at least once daily</li> <li>• Staff and clients reminded to monitor themselves and to report to an appointed staff person if they become symptomatic</li> </ul>			
	<p><i>Passive screening</i></p> <ul style="list-style-type: none"> <li>• Signage throughout the building advising staff/clients to immediately report any COVID19 symptoms</li> </ul>			
	<p><i>Staff screening</i></p> <ul style="list-style-type: none"> <li>• Staff engage in active or self-screening before entering the site each day</li> <li>• Staff instructed to self-monitor for any exposures that may require self-isolation</li> <li>• Staff with symptoms/exposure encouraged to go to an Assessment Centre for testing</li> <li>• Staff in self-isolation required to report their symptoms to their manager</li> <li>• Staff screened to ensure they are not working at another site with work restrictions due to an outbreak</li> </ul>			

		Yes	No	Notes
<b>3</b>	<b>VISITORS/GUESTS</b>			
	Access to site limited to essential visitors and guests only			
	Services implemented virtually or with physical distancing			
	Visitors supported in appropriate use of PPE			
<b>4</b>	<b>SURVEILLANCE</b>			
	<ul style="list-style-type: none"> <li>Up-to-date information kept about dorm/bed location of each client and which area of the shelter staff work each day</li> <li>Updated records of staff phone numbers/contact info</li> </ul>			
	<ul style="list-style-type: none"> <li>Clients encouraged to go off-site for essential reasons only</li> </ul>			
<b>5</b>	<b>HAND HYGIENE AND RESPIRATORY ETIQUETTE</b>			
	<ul style="list-style-type: none"> <li>Alcohol based hand rub or foam available throughout building for clients/staff</li> <li>Easy access to hand washing stations</li> <li>Signage for hand hygiene/respiratory etiquette throughout site</li> </ul>			
<b>6</b>	<b>PHYSICAL DISTANCING</b>			
	<ul style="list-style-type: none"> <li>Client occupancy reduced</li> </ul>			
	<ul style="list-style-type: none"> <li>Group activities suspended</li> </ul>			
	<ul style="list-style-type: none"> <li>Beds/cots at least 2 metres apart</li> </ul>			
	<ul style="list-style-type: none"> <li>Meals staggered or delivered, served, chairs reduced in dining room/furniture arranged to allow for distancing while eating</li> </ul>			
	<ul style="list-style-type: none"> <li>Visual markers to promote distancing</li> <li>Clients educated to maintain physical distancing off-site</li> </ul>			
	<ul style="list-style-type: none"> <li>Staff encouraged to distance during breaks or breaks are staggered</li> <li>Number of staff per office reduced</li> </ul>			
<b>7</b>	<b>PPE</b>			
	<ul style="list-style-type: none"> <li>Universal masking policy (mask &amp; eye protection when staff are client facing within 2 metres or within 2 metres of another staff)</li> </ul>			
	<ul style="list-style-type: none"> <li>Training on PPE provided to staff including: doffing/donning, how to choose appropriate PPE, PPE conservation</li> </ul>			
	<ul style="list-style-type: none"> <li>Sufficient supply of PPE</li> </ul>			
	<ul style="list-style-type: none"> <li>Cloth masks/surgical masks available for client use</li> </ul>			
<b>8</b>	<b>CASE PLAN</b>			

		Yes	No	Notes
	<ul style="list-style-type: none"> <li>• Policy for if client becomes symptomatic: mask, isolate (if possible), refer to testing centre and connect with local CHC</li> <li>• SSHA/TPH notified of positive case or PUI</li> </ul>			
	<ul style="list-style-type: none"> <li>• Capacity/expectation to provide care in place <ul style="list-style-type: none"> <li>○ Policies for management of cases: isolation space, signage, droplet PPE available, hand hygiene at exit of room, garbage and laundry bins at exit</li> </ul> </li> </ul>			
<b>9</b>	<b>OCCUPATIONAL HEALTH</b>			
	<ul style="list-style-type: none"> <li>• Symptom reporting and return to work determination policy</li> </ul>			
	<ul style="list-style-type: none"> <li>• Contingency plan in place that identifies minimum staffing needs, priorities and essential services based on resident's health status and essential facility operations</li> </ul>			
<b>10</b>	<b>CLEANING &amp; DISINFECTION</b>			
	<ul style="list-style-type: none"> <li>• High touch surfaces (client and staff spaces/equipment) cleaned at least twice daily</li> <li>• Laundry facilitates on-site</li> </ul>			