








10 DECEMBER 2021

# BEING PREPARED

## OUTBREAK CHECKLIST

Aged Care Providers must take all possible steps to prepare for a COVID-19 outbreak. This checklist is for residential aged care providers and their staff, and provides reminders on how to prepare and respond to a COVID-19 positive case or outbreak.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> |  <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Do you have a COVID-19 Outbreak Management Plan (Plan) that covers all the areas identified in this checklist?           <ul style="list-style-type: none"> <li>○ Have you reviewed your Plan and tested it within the last 3 months?</li> <li>○ Are all staff aware of the Plan, how to access it and their role in the <a href="#">first 24 hours after COVID-19 is identified?</a></li> <li>○ Are you familiar with the steps in the <a href="#">CDNA National Guidelines for the Prevention, Control and Public Health Management of COVID-19 Outbreaks in Residential Care Facilities in Australia?</a></li> <li>○ Are you familiar with the <a href="#">Aged Care Quality and Safety Commission – outbreak management planning in aged care?</a></li> <li>○ Are you familiar with the aged care response arrangements for your jurisdiction?</li> </ul> </li> </ul> |
| <input checked="" type="checkbox"/> |  <p><b>Emergency contacts</b></p> <ul style="list-style-type: none"> <li>• Do you have a process to notify relevant authorities when a COVID-19 case is suspected or confirmed?           <ul style="list-style-type: none"> <li>○ Do you have contact information for the Public Health Unit in your <a href="#">state or territory?</a></li> <li>○ Are you aware that the Commonwealth Department of Health should also be notified of a positive COVID-19 case within an hour? This can be done by emailing: <a href="mailto:agedcareCOVIDcases@health.gov.au">agedcareCOVIDcases@health.gov.au</a>.</li> <li>○ Who is the primary contact within your organisation?</li> </ul> </li> </ul>   |
| <input checked="" type="checkbox"/> |  <p><b>Outbreak recognition</b></p> <ul style="list-style-type: none"> <li>○ Do you regularly check residents for COVID-19 symptoms, particularly for fever or cough (with or without fever)? Do you document changes in a resident's behaviour or health?</li> <li>○ Do you support and encourage staff to report COVID-19 symptoms during the pandemic?</li> <li>○ Does your Plan include continuity of care (e.g. visits from GPs and allied health workforce) during an outbreak?</li> </ul>   |

|          |   |
|----------|---|
| <p>✓</p> | <p> <b>Staff, resident and family education</b></p> <ul style="list-style-type: none"> <li>○ Have your staff undertaken education and training in all aspects of outbreak identification and management? <ul style="list-style-type: none"> <li>▪ Are your staff familiar with infection prevention and control (IPC) and appropriate personal protective equipment (PPE) use?</li> <li>▪ Has your lead IPC nurse completed a recent audit of IPC practices?</li> <li>▪ Do staff need to refresh their <a href="#">IPC training</a>?</li> </ul> </li> <li>○ Do you have information ready for residents' families about how they can help to stop the spread of COVID-19?</li> <li>○ Do you screen all staff and visitors on entry?</li> <li>○ Do you know the vaccination status of each resident?</li> </ul>   |
| <p>✓</p> | <p> <b>Workforce planning</b></p> <ul style="list-style-type: none"> <li>○ Do you have a workforce plan? Is it up to date? <ul style="list-style-type: none"> <li>○ Do you have a staffing contingency plan in case 20% to 50% of staff fall ill, or are excluded from work for up to 14 days?</li> </ul> </li> <li>○ Have you identified which staff have essential roles? Have you identified back-up staff in the event these staff fall ill or are excluded from work?</li> <li>○ Who do you contact to source additional workforce?</li> <li>○ Have you developed a plan for cohorting/zoning staff in an outbreak?</li> <li>○ Do you know which staff work across multiple aged care services and which site may become their primary site if this is limited?</li> <li>○ Do you have a vaccination register for residents and staff?</li> </ul>   |
| <p>✓</p> | <p> <b>Stock levels</b></p> <ul style="list-style-type: none"> <li>○ Do you have enough PPE, hand hygiene products, nose and throat swabs and cleaning supplies?</li> <li>○ Do you know where you can order more PPE?</li> <li>○ Do you have enough storage and access if the facility and staff are cohorted?</li> </ul>  |
| <p>✓</p> | <p> <b>Communication</b></p> <ul style="list-style-type: none"> <li>○ Do you have a plan for communicating with staff, residents, volunteers, family members and other service providers (e.g. cleaners) during an outbreak?</li> <li>○ Are the contact details for resident nominated representatives up to date?</li> <li>○ Do you have a contact list for the state/territory health department and other relevant stakeholders (for example, facility GPs and infection control consultants)?</li> <li>○ Do you have a plan to restrict unwell visitors entering the facility? Will you limit all other visitors during an outbreak to reduce risk of transmission both within the facility and externally (for example, organising security, signs and restricting access)? <ul style="list-style-type: none"> <li>▪ Have you reviewed current public health orders for existing restrictions?</li> <li>▪ Can your current screening practices cope with high visitor numbers?</li> </ul> </li> </ul> |

**Cleaning**

- Does the Plan identify who is responsible for overseeing increased frequency of cleaning and waste disposal, liaison with contractors or hiring extra cleaners as necessary?