



## Sample self-assessment survey for residential aged care services.

### 1. Planning Actions

Does the service have an infection control/respiratory outbreak plan?

Has the service updated its infection control/respiratory outbreak plan this year?

Have the relevant health care providers/organisations in the community (e.g. associated GPs, infection control consultants) been involved in the planning process?

Are all service staff aware of the plan including their roles and responsibilities?

Has the service identified consumers who may be at greater risk - for example because of presence of chronic disease?

Are health records and representative contact details for all consumers up to date?

Has the service a program in place to offer its workforce annual influenza vaccinations, keep records of these vaccinations and promote the benefits of the vaccinations?

### 2. Staff, Resident and Family Education

Have staff at the service been educated on the policies and processes for all aspects of outbreak identification and management, particularly infection control?

Have the staff and volunteers had training, relevant to their role, on how they are to control infection and prevent disease transmission?

Has the service provided resident families with information regarding prevention of transmission

### 3. Staffing Actions

Does the service have a staffing contingency plan in case up to 20% to 30% of staff are unable to present for work?

Has the service developed a plan for allocating staff to the care of residents affected by the virus (e.g. specific staff assigned to residents in isolation or cohorts of affected residents)

### 4. Stock Levels

Has the service a current stock of PPE, hand hygiene products, nose and throat swabs and cleaning supplies in anticipation of increased need?

### 5. Identifying an outbreak

Does the service routinely assess residents for respiratory illness, particularly for fever or cough (with or without fever)?

Has the service identified ways in which the facility will reduce the risk of transmission through isolation or cohorting (i.e. physically separate residents that are virus affected from other residents) during an outbreak?

Does the service encourage staff to report COVID-19 symptoms during the pandemic?



Does the service have a process to notify the facility manager and the state/territory Department of Health as soon as practicable (and within 24 hours) of when a COVID-19 case is suspected?

#### **6. Communication Actions**

Does the service have a contact list for the state/territory health department and other relevant stakeholders (e.g. GPs and infection control consultants)?

Does the service have a plan for communicating with staff, residents, volunteers, family members and other service providers (e.g. cleaners) during an outbreak?

Does the service communication plan include, timely communication of significant changes in visiting arrangements (such as changes in access to the facility) to residents, family members and other relevant stakeholders?

#### **7. Cleaning**

Does the plan identify who is responsible for overseeing increased frequency of cleaning, liaison with contractors or hiring extra cleaners as necessary?

#### **8. Infection control/respiratory outbreak management plan**

Does the service's infection control/respiratory outbreak management plan cover all the areas identified above?

#### **9. Restriction of visitors**

Has the service implemented appropriate arrangements to restrict visitors consistent with requirements found in the statement from the Australian Health Protection Principal Committee (AHPPC)?

See: <https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-coronavirus-covid-19-statement-on-17-march-2020>

#### **10. Readiness**

Overall, how would you rate the service's readiness in the event of a COVID-19 outbreak at the service?

