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**Aged Care, Basic Infection Prevention & Control observation template (prior to COVID-19 preparedness)**

Baseline mini audit/observations

It would be extremely valuable if a lead person in your facility could spend no more than 10 minutes total, observing and taking notes in each of the areas below (any random walk through is good at the right time). Prior to this, glance at your normal Infection Prevention & Control (IPC) protocol for that area/activity to see things are as per your protocols.

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| --- | --- |
| 1. The dining room  * Are gloves worn when wiping resident’s mouth? * Are gloves removed straight after this? * Is hand hygiene done after every glove removal? | Y/N. Compliance? Actions |
| 1. Kitchen  * Ask kitchen staff if unauthorized staff try to enter? * Ask your kitchen staff does uneaten food get returned to the kitchen on plates? (Saliva contaminated food waste is disposed to a bag in dining room – better if this saliva laden waste is disposed directly to non-kitchen bin) * Are there separate outgoing and incoming trolleys? * For return trays from resident rooms, any food is removed? |  |
| 1. Residents’ rooms during morning change  * Are sheets seen shaken? * Is the linen skip outside the room? * Are there any bedlinen/towels/clothes on floors? * Is underneath of bed over table clean? (High touch) * Is HH seen before and after leaving every room |  |
| 1. Resident bathroom  * Is the order of cleaning from vanity to shower to toilet? * Are gloves changed after every bathroom? * Is HH done after every glove removal? |  |
| 1. Staff room  * Each staff wipes own cup/cutlery before washing? * Are there fingerprints on handles or fridge door? |  |
| 1. Laundry  * Ask staff if soiled laundry always arrives bagged? * Are gloves used to transfer wet washing to dryer? |  |

**NOTE:** **Once corrections to the above have been made, prioritise observations to:**

Staff and resident monitoring (symptom checking) Effective hand hygiene and correct glove use

Correct mask and face shield use Effective shared area cleaning

Safe use of staff room incl use of outdoor areas.

**Followed by:**

Correct PPE donning and doffing Isolation rooms

Zones Waste management

I recommend that at least one person, per area, per shift, is good at full PPE as they will be the one using it and dedicated to it.

Margaret Jennings, **Microbiologist and Infection Prevention & Control Consultant/Educator**