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**Infection Prevention and Control Best Practice Tool for Care Homes**

**Care Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of audit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Auditor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accompanied by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**COVID-19 IPC Standards**

**Standard:** Personal protective equipment is available and is worn in line with government guidance (during the COVID-19 pandemic) and for transmission based precautions and contact with body fluids.

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|  | **Question** | **Yes** | **No** | | **N/A** | **Comment** |
| 1 | Is the latest version of the National guidance for the use of PPE – during COVID-19 available and being followed?  <file:///T:/IPC/Influenza/Corona%20virus%202019/SWL%20Summits/COVID-19_Infection_prevention_and_control_guidance_FINAL_PDF_20082020.pdf> |  |  | |  |  |
| 2 | Does the care home have an IPC champion and are staff aware of who this is? |  |  | |  | Please contact [helen.thurlow@swlondon.nhs.uk](mailto:helen.thurlow@swlondon.nhs.uk) to make yourself known as a Champion. She can let you to progress in this role. |
| 3 | Are team leaders aware of the process for reporting suspected cases of Covid-19 infection? |  |  | |  | Reporting one or more residents or two or more staff to LCRC/ Report to Local Authority Director of Public Health |
| 4 | Are all staff aware of policy if they become symptomatic or have had a test that is positive? (ask 2 random staff) |  |  | |  | Report to manager, do not come to work, isolate for 10 days and not return until after 10 days and symptoms improve, normal temperature for 48 hours without support of medication. |
| 5 | Is the capacity tracker completed regularly, daily, weekly, as required? |  |  | |  | Please note this is the helpline number  0191-691-3729 and the Email for help is nescu.capacitytracker@nhs.net |
| 6 | Does the care home have an up-to-date visitor’s policy? |  |  | |  |  |
|  | **Staff Training and Induction** | **Yes** | **No** | | **N/A** | **Comment** |
| 1 | Is infection prevention and control included in all staff induction programmes? |  |  | |  |  |
| 2 | Have all staff received mandatory training in infection prevention and control in line with current National Guidance? (Identify percentage of staff with up-to-date training). |  |  | |  |  |
| 3 | Do Bank/ agency staff receive IPC/PPE training at the start of a shift? |  |  | |  |  |
|  | **Hand Hygiene** | **Yes** | **No** | | **N/A** | **Comment** |
| 1 | Are all staff bare below the elbows, free from hand and wrist jewellery with short clean nails? |  |  | |  |  |
| 2 | Observe staff for a period of time, Are staff decontaminating hands at appropriate times (see 5 moments of hand hygiene poster in appendix) |  |  | |  |  |
| 3 | Are there hand hygiene facilities at the point of care (hand wash basins/ soap, paper towels, alcohol rub)? |  |  | |  |  |
| 4 | Are staff following the correct technique for hand decontamination? Pre wet hands if using liquid soap, apply liquid soap, rub hands together, covering all surfaces including the wrists, rinse will and dry if using soap. (see handwashing poster below) |  |  | |  | Observe staff for technique and give feedback as soon as possible. |
| 5 | Are hand washing posters available near sinks and hand gel application posters near any hand sanitisers? Are they laminated so they can be cleaned? |  |  | |  |  |
| 6 | Are there closed top bins readily available for the safe disposal of paper towels and/or tissues? |  |  | |  |  |
| 7 | Check alcohol and liquid soap dispensers are they full and clean? (check 2 of each) |  |  | |  |  |
| 8 | Is alcohol gel available and clearly visible at the entrance to the home? |  |  | |  |  |
| 9 | Observe, do all staff and visitors use alcohol rub upon entering/leaving the home? |  |  | |  |  |
| 10 | Are residents offered hand hygiene before meals, after using the toilet and following cough etiquette? |  |  | |  |  |
|  | **Personal Protective Equipment (PPE)** | **Yes** | **No** | | **N/A** | **Comment** |
| 1 | Have **ALL** staff received training on the safe donning and doffing of PPE? Are they aware of the correct order in which to do this? |  |  | |  | Observe staff donning and doffing for correct technique and order. Give feedback as soon as possible. |
| 2 | Are laminated donning and doffing posters displayed at donning and doffing stations? |  |  | |  |  |
| 3 | Is PPE worn by staff caring for all residents whether they are displaying symptoms of COVID or not? |  |  | |  |  |
| 4 | Are Fluid Resistant Surgical Masks available and worn by staff when in communal areas and where social distancing is not possible i.e. within 2m |  |  | |  |  |
| 5 | Are all Surgical face masks single use only and disposed of as clinical waste immediately after removal? |  |  | |  |  |
| 6 | Are surgical face masks only worn for ‘sessional’ use and changed regularly throughout the day? |  |  | |  |  |
| 7 | Observe staff for a period of time. Are staff wearing PPE correctly? Masks in place covering the nose and mouth, not below the nose or chin or hanging down. |  |  | |  |  |
| 8 | Do all staff know when to change their masks and have access to supplies during their shift – ask 2 random members of staff |  |  | |  |  |
| 9 | Are you ensuring members of staff are NOT wearing reusable masks/face coverings within the care home? |  |  | |  |  |
| 10 | Are staff who remove their masks for breaks able to maintain at least 2m social distancing in staff rooms? Is the room well ventilated open windows if possible? |  |  | |  |  |
| 11 | Are surgical masks, plastic aprons and gloves readily available and stored in a clean area? |  |  | |  |  |
| 12 | Is a single use apron worn and gloves when in contact or anticipated contact with body fluids or contaminated items or significant physical contact? |  |  | |  |  |
| 13 | Are aprons worn as single use items and changed between every resident and between different episodes of care on the same resident? |  |  | |  |  |
| 14 | Is there a range of sizes of sterile nitrile or neoprene, non-sterile powder free gloves available for dealing with body fluids? |  |  | |  |  |
| 15 | Are reusable goggles/face shields/visors decontaminated as per guidance after every use and stored in a disposable bag to avoid contamination? |  |  | |  |  |
| 16 | Does the Care Home manager know how to access emergency PPE to top up supplies?<https://www.gov.uk/guidance/ppe-portal-how-to-order-emergency-personal-protective-equipment> |  |  | |  |  |
| 17 | Do staff change into and out of uniform before and after their shift? |  |  | |  |  |
| 18 | Do staff launder their clothes/uniforms at the highest possible temperature, tumble dry and iron? (ask random staff how they wash their uniform) |  |  | |  |  |
|  | **Cleaning** |  |  | |  |  |
| 1 | Is cleaning equipment stored clean and dry and colour coded? |  |  | |  |  |
| 2 | Are correct solutions available? General purpose detergent, 1000ppm active chlorine, body fluid spillage kits? |  |  | |  |  |
| 3 | Are solutions within date and made to the correct dilution? Check with housekeeping staff how they make up solutions/manufacturers instructions? |  |  | |  |  |
| 4 | Are solution made up freshly and discarded daily or as per manufacturers instructions? |  |  | |  |  |
| 5 | Are disposable cloths and mop heads being used? |  |  | |  |  |
| 6 | Are cleaning staff trained in cleaning procedures, and PPE donning/doffing?  Do they know what PPE they should be using? |  |  |  | |  |
| 7 | Are multi use equipment and devices dedicated to individuals or decontaminated between each resident? E.g. hoists, commodes, frames, baths, BP cuffs, thermometers. |  |  |  | |  |
| 8 | Is laundry placed in a red alginate bag for transportation around the home? |  |  |  | |  |
|  | **Waste Management** |  |  |  | |  |
| 1 | Is waste being removed daily? |  |  |  | |  |
| 2 | If no orange bag system is waste being stored for 72 hours and then discarded as household waste? |  |  |  | |  |
|  | **General** |  |  |  | |  |
|  | Are staff tested weekly and residents monthly for Covid-19? |  |  |  | |  |
|  | Who is the Covid-19 Clinical lead? (usually GP) |  |  |  | |  |
|  | Are admissions from hospital or community isolated for 14 days? |  |  |  | |  |

**Outcome of audit:**

All **Yes** responses- re-audit periodically (every few weeks at different times/different shifts) to ensure ongoing vigilance

Some **No** responses- review what further training, guidance, support is required to address these areas. Re-audit 1 week after implementing changes and monitor to ensure sustained change in practice.

All **No** responses- Urgent action required to implement National guidance on IPC in care homes.

**Additional Comments**

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Appendix

5 moments of hand hygiene (World Health Organisation)

Hand washing technique with soap and water

Hand decontamination with alcohol rub

[](https://www.bing.com/images/search?view=detailV2&ccid=cJLEdlUu&id=066361C6C728078D4B5DF782BD84D171CF0031CB&thid=OIP.cJLEdlUu7wfKCucp1HYqVQHaFk&mediaurl=https://kpproud-midatlantic.kaiserpermanente.org/wp-content/uploads/2017/05/5-moments-hand-hygiene.jpg&exph=469&expw=624&q=who+5+moments+of+hand+hygiene+poster&simid=608055275168664287&ck=D9F0E7AA20B8CBBE7A139F74A5B696AE&selectedIndex=0&FORM=IRPRST)



