

This Checklist should be completed when a COVID-19 Watch is declared

- one or more residents or staff with symptoms compatible with COVID-19 within any 14 day period **OR** one or more visitors with laboratory confirmed COVID-19 who likely acquired or transmitted infection while in facility.
- *Signs and symptoms may include: fever, new or worsening cough, shortness of breath, sore throat, hoarse voice, nasal or sinus congestion, headache, runny nose, joint pain, or loss of sense of taste or smell. Atypical symptoms may include nausea, vomiting, diarrhea, increased fatigue or lethargy, muscle aches, chills, malaise, or an acute functional decline.*

Checklist should be completed within **24 hours** of Watch Being Declared

LTC Home: _____

Date COVID-19 Watch declared: _____

Don't Wait . . . Isolate

	Initial	Notes
<p>Isolate symptomatic resident(s) immediately</p> <ul style="list-style-type: none"> • Isolate resident(s) to room (including meals) on Droplet/Contact Plus Precautions at the onset of illness. 		
<p>Is the symptomatic resident in a shared room? If so, is it possible to move the well roommate(s) out? Do you have a plan in place to eliminate risk of transmission?</p>		
<p>Place Droplet/Contact Plus Precautions poster, required PPE, & garbage can outside resident's room</p> <ul style="list-style-type: none"> • Dirty linen hamper and garbage for used PPE is placed inside room. • Place PPE removal poster inside the room. • Link to Donning PPE Poster • Link to Doffing PPE Poster • Droplet/Contact Plus Precautions Poster • CV-19 G0007 Continuous and Extended PPE Use Guidelines Continuing Care • AGMP Settle Time Poster • AGMP's List • Disinfecting Face Shields <p>⇒ Ensure you have enough PPE supply.</p> <p>⇒ Ensure everyone is trained in donning and doffing of PPE. Print off Don/Doff checklist and practice with a coworker; providing each other feedback.</p>		

<p>Contact resident's family physician/nurse practitioner for orders related to: medications, treatments, lab testing and/or further assessment for each symptomatic resident.</p>		
<p>Report to Public Health 24hrs/day, 7days/week to: Saskatoon and Area Communicable Disease Control (CDC) at 306-655-4620 that a resident is being tested for COVID-19.</p>		
<p>Enhanced screening of all residents for respiratory symptoms should be conducted twice daily in addition to Point of Care Risk Assessment. All residents should be monitored for fever, new or worsening cough, difficulty breathing/shortness of breath, sore throat, hoarse voice, runny nose, nasal or sinus congestion, headache, or loss of taste or smell. Atypical symptoms may also include: nausea, vomiting, diarrhea, increased fatigue or lethargy, muscle aches, chills, malaise, or an acute functional decline.</p> <ul style="list-style-type: none"> • Testing should be considered for any resident with mild or atypical symptoms. 		
<p>Notify the family/substitute decision maker/next of kin of illness and testing being done.</p>		
<p>Start making a list of anyone who has been in contact with the ill resident(s) and describe the interaction and duration of exposure. Include non LTC home staff, visitors, other residents, staff, etc.</p>		

Notification of COVID-19 Watch

	Initial	Notes
<p>Notify DOC/Manager/Clinical Lead</p>		
<p>Notify those living in the home of the outbreak. Let them know:</p> <ul style="list-style-type: none"> • Symptoms of the illness. • Who to call/tell if they become sick. • Stay in room while they are sick. • Avoid contact with others. No handshakes or hugs. No gatherings if possible. 		

Specimen Collection

<p>Collect specimen samples from symptomatic resident:</p> <div style="border: 2px solid blue; padding: 10px; margin: 10px 0;"> <p>Collect 1 swab at time of illness and repeat 48 hours later</p> </div> <p>For more information regarding testing, specimen collection, and requisitions, please visit: https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/information-for-health-care-providers/testing-screening-treatment-and-medical-directives</p>		
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- **Complete the COVID-19 Requisition**
- **Reference the [Standard Work for filling out the requisition](#)** as needed
- Ensure the residents family physician or MRHP is listed as ordering physician & copy to Dr. J. Hasselback and LTC Home.
- Include outbreak # provided by CDC on requisition. This will prioritize testing.
- Label requisition "Stat LTC"
- Information must match on requisition and the specimen.
- Follow lab procedures for your home unless otherwise directed by MHO.
- Specimen containers and requisitions can be found in outbreak kit.
- For rural LTC homes, see site specific standard work for weekend specimen transport

Once one positive result is received the "COVID-19 watch" automatically moves into a confirmed outbreak in the facility.

Lab Specimen Transport Instructions found in Outbreak Folder and [online](#).

Hand Hygiene

Initial

Notes

<p>Ensure Hand Hygiene signage is posted throughout the LTC Home. <i>Germ Smart Hand Hygiene posters available at www.germSMART.ca</i></p>		
<p>Have staff review <i>The Four Moments of Hand Hygiene</i>:</p> <ul style="list-style-type: none"> • Before initial client/client environment contact • Before aseptic procedure (i.e. insertion of IVs, dressing changes, insertion of urinary catheters, handling medications, etc.) • After body fluid exposure • After client/client environment contact 		
<p>Reinforce the need for frequent hand hygiene and use of hand sanitizer. Soap and water hand washing if hands are visibly soiled.</p> <ul style="list-style-type: none"> • Ensure soap, paper towel, and hand sanitizer dispensers are full daily • Make sure hand sanitizer dispensers are available at all entrances. <ul style="list-style-type: none"> ○ Ensure they contain a DIN or NPN and are within the expiry date (this ensures it is approved by Health Canada). 		

Remind & assist residents to perform hand hygiene frequently, including but not limited to:

- Before and after meals/snacks
- Before and after any activity
- After using washroom

Enhanced Cleaning

Initial

Notes

Ensure cleaning staff are following the [Long Term Care Enhanced Cleaning Guidelines during a Gastrointestinal or Respiratory Outbreak \(DC-438\)](#)

- Enhanced surface cleaning should be done a minimum of twice daily using a 1-Step or 2-Step cleaning process, with focus on high hand contact areas and ill resident rooms.
 - Follow specific product instructions.
 - Ensure you have adequate supply of cleaning products:
 - Do you have enough Accel wipes & Oxivir Plus?

Additional resource: [COVID-19 Cleaning and Disinfection for Public Facilities](#)

Additional cleaning information & video found [online](#)

LTC Routine Cleaning & Enhanced Cleaning Guidelines found in Outbreak Folder and [online](#)

Do you have a plan in place to check your chemical dilution rates? If so, how often? Follow Manufacture guidelines or check with your local EVS staff and your rep.

If Oxivir Plus with automated tips then only need to check monthly but if manual buckets then check daily.

Do you have a “cleaning effectiveness audit” in place? If so, how often? (Visual inspection, fluorescent marker removal, ATP testing, microbiological cultures, etc.)

When additional precautions are discontinued, a terminal clean of the room must be done. In shared rooms (2, 3, or 4 bed rooms) all beds and bed spaces require a terminal clean.

Post the enhanced cleaning Guidelines Daily Checklist in corresponding areas and complete at least twice daily.

- [Resident Room Equipment Twice Daily Enhanced Cleaning Checklist \(DC-435\)](#)
- [Common Areas in LTC Home Twice Daily Enhanced Cleaning Checklist \(DC-434\)](#)
- [Resident Care Equipment Twice Daily Enhanced Cleaning Checklist \(DC-433\)](#)
- Found in outbreak folder and [online](#)
- Must be copied before use

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Things to consider:

- ⇒ Is meal tray delivery service an option and ready to go if needed?
- ⇒ Do you have enough supplies? Commodes? Hygienic/Zorbie bags available if required?

NOTE: If one or more resident/staff has confirmed COVID-19, this COVID-19 Watch will move into a confirmed outbreak. Follow additional guidance in the Confirmed Outbreak Checklist.