

COVID-19 Focused Infection Control Audit Tool

OPERATIONAL ELEMENTS:	MET?
Infection Prevention and Control Plan (IPCP)	
• Is the agency monitoring patients for COVID exposure and/or symptoms?	Y N
• Are staff screened for symptoms routinely?	Y N
• A process is in place to address identified potential positive patients.	Y N
• The agency is aware of staff/patients who are at higher risk and take appropriate action	Y N
• The organization communicates with local/state public health officials	Y N
• The organization has a process for screening of referrals for COVID-19 potential	Y N
Communication	
• A process is in place to provide updates on COVID-19 to all staff	Y N
PPE Availability	
• Internal staff have access to PPE	Y N
• Field Staff have access to PPE	Y N
• Any shortage of PPE has resulted in appropriate steps to obtain supplies ASAP	Y N
• Staff have been taught optimizing measures in instances of PPE shortage	Y N
Staffing in Emergencies	
• Agency has a policy/procedure to ensure staffing to meet patient needs in an emergency	Y N
• The agency has implemented their emergency staffing plan if needed	Y N
Handling Staff Exposure or Illness	
• Agency has a process for staff to report symptoms or potential illness	Y N
• Agency has process for tracing contacts of staff who develop symptoms or test positive	Y N
• Agency follows current CDC/health department guidance regarding return to work	Y N
• Documentation reflects appropriate actions for employees exposed or tested positive	Y N
AGENCY LOCATION PRACTICES	
Screening process for those entering agency	
• Agency conducts screening process for all staff prior to or at the start of their shift	Y N
• Exposure to COVID-19 screening questions	Y N
• Assessment of symptoms	Y N
Internal office staff/visitors' processes	
• Ability to conduct hand hygiene	Y N
• Proper use of mask and social distancing	Y N
• Appropriate disinfection of common areas	Y N
General Standard Precautions	
• Staff perform appropriate respiratory hygiene/cough etiquette	Y N
• Staff perform appropriate environmental cleaning and disinfection	Y N
• Staff appropriately cleanse reusable patient medical equipment	Y N
Transmission Based Precautions	
• Staff wear masks when entering and within agency	Y N
• Staff appropriately social distance	Y N
• Signage posted at agency entrance addresses handwashing, mask use and cough etiquette	Y N

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FIELD PRACTICES:	
Screening	
• Staff conduct self-monitoring practices before beginning to see patients each day – symptoms/temperature	Y N
• Staff conduct symptom and exposure screening for each patient and/or family	Y N
• Staff correctly report patients/family who develop symptoms, test positive, or have an exposure	Y N
Hand Hygiene	
• Alcohol-based hand rub (ABHR) is utilized unless hands are visibly soiled	Y N
• In shortages of ABHR, staff use appropriate process for soap and water hand hygiene	Y N
• Hand hygiene is performed	Y N
○ Before and after contact with patients	Y N
○ After contact with blood, body fluids, or visibly contaminated surfaces	Y N
○ After removing PPE (gloves, gown, eye protection, facemask)	Y N
○ Before performing a procedure such as medication preparation or wound care	Y N
• Hand hygiene supplies are readily available	Y N
Use of PPE is appropriate	
• Gloves are worn if potential contact with potentially contaminated skin or equipment	Y N
• Gloves are removed following contact with potentially contaminated skin or equipment	Y N
• Gloves are changed & hand hygiene performed in moving from contaminated to clean site	Y N
• Isolation gown is worn for direct patient contact if the patient has uncontained secretions	Y N
• Appropriate mouth, nose and eye protection along with gowns are worn for patient care activities likely to involve splashes or sprays of bodily fluids/secretions	Y N
• Unless additional source control is needed, facemasks are worn by all staff	Y N
• Extended/reuse of PPE is according to national/local guidelines	Y N
• Reused PPE is appropriately cleaned/stored/maintained after and/or between uses	Y N
Aerosol-Generating Procedures	
• Appropriate mask (N95 or higher) is worn, as well as gloves, clothing, eye protection	Y N
• Procedures likely to induce coughing - N95 or higher respirator, eye protection, gloves, and a gown are worn	Y N
• Limit number of people in the room	Y N
• Conduct in private room with door closed	Y N
• Procedure surfaces are disinfected promptly with EPA-registered disinfectant	Y N
Education	
• Have patients/family been educated on mitigating transmission of COVID-19	Y N
• Agency has educated staff on SARS-CoV-2 and COVID-19 (symptoms, transmission, screening criteria, work exclusions)	Y N

Information for tool abstracted from CMS QSO-21-08-NLTC