

## Building a Ready and Resilient Health System: Ebola Step-Down and Provincial Baseline Requirements for Infection Disease Threats

# Appendix A – Hospital Checklist

July 18, 2016

The information below identifies the baseline requirement actions to support infectious disease threat readiness:

### Organizational Risk Assessment (ORA)

- ORA conducted in consultation with the Joint Health and Safety Committee, Health and Safety Representatives (if any), occupational health & safety team, and the infection prevention & control team to assess the risk of infectious disease threat exposure
- ORA conducted on an annual basis and re-evaluated with an action plan when appropriate

### Elimination

- risks eliminated where possible

### Engineering Controls

- suitable structural barriers to protect HCWs doing triage in reception areas (e.g. clinics and emergency departments)
- airborne infection isolation rooms (AIIRs) where applicable

### Administrative Controls

- education and training (see below for further baseline actions)
- how to complete a point-of-care risk assessment
- cleaning and disinfection
- donning and doffing personal protective equipment (PPE)
- waste management and use of biomedical containers
- passive screening signage (languages appropriate for the organization)
- active screening (to be activated based on local or provincial direction)

- isolation (must be able to isolate a patient in an AIIR, private room or area based on the ORA)
- use of signage to restrict people in the facility from accessing areas of heightened risk (e.g., isolation areas and laboratories handling sensitive specimens)
- reporting (e.g., to meet requirements under the Health Protection and Promotion Act (HPPA) and Occupational Health and Safety Act (OHSA))
- managing human remains
- proper use of specialized equipment (e.g., to meet manufacturer specifications)
- laboratory collection, transportation and testing processes and training in transportation of dangerous goods as necessary
- respiratory protection program

### **PPE**

- PPE selected based on the results of the ORA, the environmental working conditions, considering the presence/effectiveness of engineering and administrative controls
- a PPE stockpile maintained and availability of PPE ensured at the point-of-care at all times
- access to sufficient types and quantities of PPE in a variety of sizes

### **Education and Training**

- based on the outcomes of the ORA
- HCWs at heightened risk of exposure to infectious disease threats identified, their education and training needs prioritized, and training provided at regular intervals
- hands-on practice tests and drills for HCWs at heightened risk of exposure
- training on:
  - symptoms and mode of transmission for infectious diseases
  - use of routine practices and additional precautions
  - key components of the organization's plan as it relates to infectious disease threats (if applicable)
  - how to conduct a point of care risk assessment
  - selection, use and limitations of PPE, including donning and doffing
  - purpose and importance of PPE
  - verifying proper fit and inspection for damage of PPE
  - use of trained observers for donning and doffing PPE, based on results of ORA
  - safe sharps disposal (if applicable)
  - key components of the OHSA

- isolation practices, including the use of AIIRs, where applicable
- screening protocols
- reporting requirements
- cleaning and disinfection requirements and waste management
- managing human remains
- management of laboratory samples/specimens
- proper use of equipment
- proper use of engineering controls
- hand hygiene
- other measures and procedures
- processes and results of education and training programs documented
- Laboratory Training in specimen handling and transportation of dangerous goods

### **Evaluation**

- undertake evaluations and assessments of effectiveness of control measures and document these processes