

Daily COVID Readiness Checklist

Post on DVM Board

Date _____

Are we safe today?

1. Manager/Designate Shift Reminders	
A. <input type="checkbox"/> Check the following sites and provide daily communication of COVID updates and changes to your team: <ul style="list-style-type: none"> • SHA Daily News • SHA Rounds • COVID-19 Website – general information Fitness to Work Screening Tools (www.saskhealthauthority.ca) 	
B. <input type="checkbox"/> REMINDERS to staff if sick (even if mild symptoms) to not attend work <input type="checkbox"/> Does everyone know what N95 they have been fitted into and the location of that N95?	<input type="checkbox"/> Checks are in place to ensure staff performing AGMP are N95 FIT tested
C. <input type="checkbox"/> Staff are aware of AGMP procedures on the unit with the following considerations: <ul style="list-style-type: none"> • Settle time awareness; • Settle time signage and location of signs; • Appropriate PPE; • Signage on door prior to AGMP beginning. 	<input type="checkbox"/> Staff are aware of isolation protocols. <ul style="list-style-type: none"> • Is there adequate PPE for the next 24 hours? • Are symptomatic COVID swabbed patients in D/C+ isolation?
D. <input type="checkbox"/> Checks are in place to ensure actively monitoring / maintaining all records of illness or incidents related to COVID <ul style="list-style-type: none"> • Have there been any patient or staff safety incidents related to COVID-19 over the past 24 hours? What are contributing factors? Did you complete the required staff safety incident form for a potential exposure? Did you complete an ECOR for potential patient harm due to COVID? 	
E. <input type="checkbox"/> Checks are in place to ensure screening status is communicated by staff to staff on all handover/transfer of care	
F. <input type="checkbox"/> Staff are aware of mental health supports (EFAP or SHA)	
2. Observations of Processes by Manager/Designate	
A. <input type="checkbox"/> Witnessed appropriate screening processes for staff, patients, visitors <ul style="list-style-type: none"> • Was the temperature equipment working? 	
B. <input type="checkbox"/> Witnessed if appropriate masking guidelines were being followed by patients/residents/clients <input type="checkbox"/> Witnessed if physical distancing guidelines were being followed by patients/residents/clients <ul style="list-style-type: none"> • Are there any barriers to physical distancing? (Waiting Areas, clinical rooms) 	
C. Witnessed physical distancing and masking are being followed by staff in break rooms, change rooms, offices <ul style="list-style-type: none"> <input type="checkbox"/> There is no communal food in break room or unit <input type="checkbox"/> Number of individuals who can be on break room at one time had been calculated and communicated <input type="checkbox"/> 2m physical distancing has been marked in break rooms 	
D. Are masks being worn in the vehicle of anyone who is carpooling? <input type="checkbox"/> YES <input type="checkbox"/> NO	
E. Staff are following infection prevention and control procedures <ul style="list-style-type: none"> <input type="checkbox"/> Hand hygiene – 4 Moments for Hand Hygiene <input type="checkbox"/> Continuous masking <input type="checkbox"/> PPE Donning/Doffing <input type="checkbox"/> Continuous and Extended Use PPE Guidelines 	<ul style="list-style-type: none"> <input type="checkbox"/> Point of Care Risk Assessment <input type="checkbox"/> Droplet/Contact Plus Precautions <input type="checkbox"/> Appropriate disinfection of eye protection during shift. Face shield discarded after shift. Goggles stored in a clean dry area <input type="checkbox"/> Placement and modification of precautions algorithms
Corrective Action Plans and Barriers to Mitigation for Escalation Noted	

If YES to all questions - COVID readiness is GREEN and can be reported at tiered huddle

If NO to any questions – COVID readiness is YELLOW/RED and can be reported at tiered huddle with I HAVE A PLAN (YELLOW) or I NEED HELP (RED)