



COVID-19: Monitoring Checklist for Infection Prevention & Control Practices

Checklist details

The objective of the checklist to follow up and support the IPC practices in centres/facilities/places so as to prevent Covid-19 spreading. There are four sections in checklist that will be used at the following places: quarantine or isolation centres, health facilities, offices or institutions and points of entries (POEs).

How to fill up the checklist: Please use a variety of methods: discussing with relevant authority, health workers; check documentations (meeting minutes, reports, monitoring schedule, tools etc.), observe practice, physical checking of situation. For every yes, there will be 1 point given and for each yes answer, the boxes underneath in yellow and green colour will be ticked which means 'average' and 'satisfactory' status respectively. But any of those ticks will reflect score 1. Remarks column has to be filled to provide the justification of the scoring or ticks.

The final score that will result from filling up the checklist will provide an indication on the performance of the each category of places. The monitoring team will share the findings with the respective heads/managers of the health facility/centers/institutions/offices. This will guide them to prepare their action plan to fix identified areas. In case where the information is not available, code 99 may be used and 88 can be used where the situation is not applicable.

Category of places where the checklists will be used:

1. Isolation and quarantine centres: All isolation and monitoring centres at national and subnational level
2. Offices/Institutions and other relevant places: Banks, offices, schools, religious institution, asramas, hostels, restaurant, shopping centre. The relevant part of the checklist may be used depending on the available services
3. POEs: all border areas from where all arrived passenger enters
4. Health facility: All levels of health facilities, however, not all health facilities have similar services available. In that case, only the relevant parts of the checklist may be used.

Checklist for institutions /offices for IPC management for Covid-19

SL	Questions	Yes (score 1)		No (score 0)	Remarks
		Satisfactory	Average	Unsatisfactory	
1	Does the office/institution have a dedicated team or focal person to monitor IPC implementation management in the facility?				
2	Is there a system of regular reviewing of IPC activities in the health facility to identify pertinent issues on IPC implementation?				
3	Is there a system in place to identify gaps for minimal resources, supplies and staffing for continued IPC practices?				
4	Does the office/institution co-ordinate with relevant other departments (i.e, environmental departments) or local authorities for IPC activities?				
5	Is there disseminating activities (individual counseling, meeting, displaying posters, leaflets etc) in place for providing necessary information to appropriate audience (staffs, visitors etc)?				
6	Does the office/institution have a defined inventory (register, records of stocks, ongoing supplies etc) for IPC supply and logistics including PPE?				
7	Is regular estimation done to check adequacy of the required IPC supplies (including PPEs) in line with their consumption?				
8	Is there a crisis management plan in place to meet up additional PPE, IPC supplies?				
9	Does the office/institution have a system to audit PPE adherence by staffs?				
10	Does the office/institution have a secured plan and a system to meet up additional PPE or supplies if there is a surge?				
11	Does the office/institution have a contingency plan for managing staff absenteeism to ensure continued IPC practices?				
12	Does the office/institution have protocol/guideline for IPC management?				
13	Does the office/institution have protocol/guideline for disinfection and sterilization of equipment, devices used for				

	screening of staffs, visitors (thermometer etc)?				
14	Does the office/institution have a system for cleaning and disinfecting working surfaces including spaces or rooms used daily?				
15	Are the office/institution staffs oriented on IPC practices related to COVID-19?				
16	Does the office/institution execute regular orientations to the critical staffs involved in IPC activities?				
17	Is adequate personal protective equipment (PPE) supply available for staff's protection in work areas?				
18	Are the PPEs readily accessible to all staffs?				
19	Is there sufficient supply and stock available for personal protective equipment (PPE)?				
20	Is adequate supply of disinfectants available?				
21	Does the office/institution have adequate supply of soap, alcohol-based hand sanitizer and paper towels (or any other alternatives) for hand washing?				
22	Does the office/institution have running water?				
23	Is there a designated area for disposal of PPE?				
24	Are handwashing stations in place and located at strategic service points with available soap with dispenser / hand sanitizer?				
25	Do all hand washing stations have a displayed poster on handwashing techniques?				
26	Is there a monitoring system available for IPC activities (i.e, observation of hand washing and wearing PPE)?				
27	Does the office/institution have 1 meter distance between seating chairs/standing queues?				
29	Does the office/institution have displayed information on IPC at strategic places (entrance, waiting rooms etc)?				
30	Are there sufficient waste bins available for waste management and disposal?				
31	Does the office/institution practice segregation and disposal of waste following protocol?				
32	Does the office/institution allocate designated personnel for supervising the environmental cleaning?				
33	Do the frequently touched surfaces are cleaned and disinfected on a daily basis with regular disinfectant (containing a diluted bleach solution (that is, 1-part bleach to 99 parts				

	water).				
34	Do the bathrooms and toilet surfaces are cleaned and disinfected on a daily basis with regular disinfectant				
35	Do the cleaning personnel use disposable gloves during cleaning activities?				
	Total score				
	Percentage obtained (Score obtained/max score*100)				

Summary findings:

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Summary Recommendation:

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