



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 Infection prevention and control management for point of entry (POE)

SL	Questions	Yes (score 1)		No(score 0)	Remarks
		Average	Satisfactory	Unsatisfactory	
1	Does the facility have a dedicated team or focal person to monitor IPC implementation management?				
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 centre co-ordinate with relevant other departments (i.e, environmental departments) or local authorities for IPC activities?				
5	Is there a disseminating activities (individual counseling, meeting, displaying posters, leaflets etc) in place for providing necessary information to appropriate audience (staffs, cases, visitors etc)				
6	Does the centre 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	Is there a system to audit PPE adherence by staffs?				
10	Is there a secured plan and a system to meet up additional PPE or supplies if there is a surge?				
11	Is there a contingency plan for managing staff absenteeism to ensure continued IPC practices?				
12	Is there a protocol/guideline for IPC management?				
13	Is there a protocol/guideline for disinfection and sterilization of equipment, devices?				
14	Is there a system of regular cleaning and				

	disinfection of working surfaces?				
15	Do the POEs execute regular orientations to the critical staffs involved in IPC activities?				
16	Is adequate personal protective equipment (PPE) supply available for staff's protection (in line with the WHO PPE recommendation for TL)?				
17	Are staffs aware on the WHO PPE recommendation for TL?				
18	Do the staffs follow the PPE recommendation?				
19	Is adequate supply of disinfectants available?				
20	Do the POEs have adequate supply of soap, alcohol-based hand sanitizer and paper towels (or any other alternatives) for hand washing?				
21	Do the POEs have running water facility?				
22	Do the POEs have displayed information on IPC at strategic places (entrance, check-in areas, baggage handling areas etc)?				
23	Do the POEs have a system to share IPC related data and information in a common platform with staffs?				
24	Do the POEs have a designated isolated space(s) for suspected or confirmed cases?				
25	Do the POEs have dedicated area(s) for the disinfection and sterilization of equipment or devices including non-contact infrared thermometers?				
26	Do the POEs maintain a 1 meter distance between arrivals waiting at queue?				
27	Do the POEs have proper hand hygiene facilities (Handwashing stations) strategically located in critical areas with soap with dispenser / hand sanitizer?				
28	Do all arrivals have access to the hand washing facilities/hand sanitizers?				
29	Do all hand washing stations have a displayed poster on handwashing techniques?				
30	Is there a monitoring system available for IPC activities including observation of handwashing and wearing PPE?				

31	Is there a protocol available for waste management in the POEs?				
32	Are there sufficient waste bins available for waste management and disposal?				
33	Is the waste management including segregation and disposal done following protocol?				
34	Does the POE management allocate designated personnel for supervising the environmental cleaning?				
35	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).				
36	Do the bathrooms and toilet surfaces are cleaned and disinfected on a daily basis with regular disinfectant				
37	Do the cleaning personnel use disposable gloves during cleaning activities?				
38	Is there a rotational shift for the cleaners or relevant staffs?				
39	Is there a transport means available for transferring a suspected or confirmed case from POE to the health facility or quarantine/isolation centres?				
40	Are the driver and relevant personnel availing the transport are oriented on IPC?				
41	Do the baggage handlers use disposable gloves at all times?				
42	Are the check in counters are regularly cleaned using disinfectants?				
43	Do the staffs use gloves while checking, wear masks?				
	Total score				
	Percentage obtained (Score obtained/max score*100)				

Summary findings:

Summary Recommendation: