

SUPERVISORY AUDIT CHECKLIST (DURING COVID-19)

Location: _____
Supervisor: _____

Date: _____
Signature: _____

The Supervisory Audit must be completed each time you visit the location to ensure locations

The checklist is separated into three main sections:

1. Hand Hygiene
2. Masks & PPE
3. Physical Distancing

In each section, you will be asked to observe both the environment (are things where they should be?) and staff behaviours (are procedures being followed?).

- ⇒ Environmental Observations: For the questions presented, check the box if observed. The grey fields are for required for locations in suspected or confirmed outbreak status.
- ⇒ Behavioural Observations: For the questions presented, check “consistent” if observed by all staff; “sometimes” if observed by some staff; “never” if observed by none of the staff; and N/A if it does not apply to the location.

Please provide comments for each section, including how you educated your staff to correct improper behaviours (if any).

HAND HYGIENE

Wash hands for 20 seconds

Environmental Observations	
Is hand sanitizer located outside and easily accessible?	<input type="checkbox"/>
Is there updated signage on the front door of the location?	<input type="checkbox"/>
Is the new 3 messages POSTER (Wash hands, Wear mask and Stay 6 feet apart) posted at location?	<input type="checkbox"/>
Are the “Hand Washing” posters placed near sinks at the location?	<input type="checkbox"/>

Behavioural Observations	Consistent	Sometimes	Never	N/A
Are staff sanitizing their hands before entering the location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are proper handwashing steps [†] being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff washing their hands for the full duration (15-20 seconds)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff washing hands before and after interacting with individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff washing hands before putting on gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff washing hands before and after cleaning surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff using their personal hand sanitizer and refilling it as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[†](1) wet hands with warm water, (2) apply soap, (3) lather soap and rub hands palm to palm, (4) rub in between and around fingers, (5) rub back of each hand with palm of other hand, (6) rub fingertips of each hand in opposite palm, (7) rub each thumb clasped in opposite hand, (8) rinse thoroughly under running water, (9) pat hands dry with paper towel, (10) turn off water using paper towel, and (11) your hands are now safe

<u>Action Items & Follow Up</u>

MASKS & PPE

Wear a mask at all times

Environmental Observations	
Upon entering location, is the PPE “clean” and “dirty” areas clearly marked and separated?	<input type="checkbox"/>
Is there a garbage container at the “dirty PPE” station?	<input type="checkbox"/>
Is the Red Bio-Hazard bag for dirty masks accessible in the “dirty PPE” area?	<input type="checkbox"/>
Is the blue tote for disinfecting goggles accessible in “dirty PPE” area?	<input type="checkbox"/>
Is there an area designated for each staff’s face shields to be stored after disinfecting?	<input type="checkbox"/>

Behavioural Observations	Consistent	Sometimes	Never	N/A
Are staff wearing their mask when you enter location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff wearing their masks properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff properly removing masks during break and after their shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff placing dirty masks in the appropriate bin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff changing their mask and/or PPE correctly, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff following proper donning and doffing PPE procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items & Follow Up

PHYSICAL DISTANCING

Keep 6 feet apart

Environmental Observations	
Are screening forms readily available at the front of the location?	<input type="checkbox"/>
Are screening forms being reviewed every time you are at location?	<input type="checkbox"/>
Are screening forms being collected on a weekly basis and stored in a designated area in location?	<input type="checkbox"/>
Are Individual Daily Temperature Monitoring Charts being reviewed?	<input type="checkbox"/>

Behavioural Observations	Consistent	Sometimes	Never	N/A
Are staff entering and leaving their shift in a staggered schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff breaks staggered in shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff practicing distancing from each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff following a schedule to allow individuals to use common areas in shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff staggering meal times for individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff practicing distancing outside of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items & Follow Up

Please note: The Sector Pandemic Planning Initiative is providing information and are not responsible for any changes any agencies elect to make.

We recognize not everyone may have access to the items mentioned in this document, but if you do these are suggested considerations.