













# ARE YOU READY?

## Preparedness Checklist

December 2022

Aged Care Providers must take all possible steps to prepare for any emergency event, such as a **major infectious disease outbreak** (COVID-19, influenza). This checklist provides a list of reminders for aged care providers and staff about how to respond to an emergency event.

Checklist	Questions
<input type="checkbox"/> 	<p><b>Is your Outbreak Management Plan up to date and ready to activate?</b></p> <ul style="list-style-type: none"> <li>○ Has your Outbreak Management Plan (OMP) been tested through a series of scenario-based activities?</li> <li>○ Are staff aware of the OMP, how to access it, their roles and responsibilities and who will be the lead in managing the event?</li> <li>○ Does your OMP include an updated facility risk assessment and analysis of how an emergency event may impact the delivery of quality care and services?</li> </ul>
<input type="checkbox"/> 	<p><b>Do you have an up-to-date workforce management plan?</b></p> <ul style="list-style-type: none"> <li>○ Does your facility risk assessment take into account impacts to your workforce?</li> <li>○ Do you have up-to-date contact information for all staff and recruitment agency(ies)?</li> <li>○ Do you have a relationship with a recruitment agency(ies) or are you able to source staff from another home within the approved providers scope?</li> <li>○ Have you identified essential staff (IPC lead nurse and Management) and have back-up staff been trained if essential staff are unavailable or unable to work?</li> <li>○ Do you know who to you contact to <a href="#">source additional or surge workforce</a>?</li> </ul>
<input type="checkbox"/> 	<p><b>Are you regularly reviewing Infection Prevention and Control (IPC) guidance?</b></p> <ul style="list-style-type: none"> <li>○ Have staff been trained in all aspects of emergency management, outbreak identification and IPC measures including refresher training if required?</li> <li>○ Is your IPC Lead Nurse involved in emergency management activities, such as outbreak management and training?</li> <li>○ Are you routinely assessing and/or testing residents for Acute Respiratory Infection (ARI) symptoms, and documenting as required?</li> <li>○ Do you have signage for areas that have been zoned/cohorted for infectious disease management?</li> </ul>
<input type="checkbox"/> 	<p><b>Do you have arrangements in place to access oral anti-viral medications and vaccinations?</b></p> <ul style="list-style-type: none"> <li>○ Have you sought pre-approval from residents for treatments, such as <a href="#">oral antivirals</a>, before an emergency event, such as a positive test result for COVID-19?</li> <li>○ Have you discussed vaccinations with eligible residents and families and facilitated access for those who wish to stay up to date?</li> <li>○ Do you have established pathways with GPs and pharmacies for the quick administration of oral anti-viral treatments and vaccinations?</li> </ul>

Checklist	Questions
<input type="checkbox"/> 	<p><b>Emergency event monitoring and outbreak recognition</b></p> <ul style="list-style-type: none"> <li>○ Do you or your team monitor local news and media reports?</li> <li>○ Have you reviewed current state and territory health advice?</li> <li>○ Do you document changes in residents' behaviour or health?</li> <li>○ Do you routinely assess residents for ARI symptoms and test, via RAT or PCR, if required?</li> <li>○ Does your OMP include continuity of care (e.g. visits from GPs and allied health workforce) during an outbreak?</li> </ul>
<input type="checkbox"/> 	<p><b>Do you have visitor screening and arrangements in place?</b></p> <ul style="list-style-type: none"> <li>○ Are your screening visitors before entry to your home?</li> <li>○ Are you taking a proportionate approach to how you are balancing safety versus the risk that isolation poses to aged care residents' physical, social and emotional wellbeing? Have you documented your decision making?</li> <li>○ Can your current screening practices cope with high visitor numbers?</li> <li>○ Do you have an area for visitors to wait for RAT results?</li> <li>○ Do you have <a href="#">visitation arrangements</a> in place for essential visitors, partners in care or volunteers that can be sustained during an outbreak?</li> </ul>
<input type="checkbox"/> 	<p><b>Do you have arrangements in place to continue to deliver quality care and services during an outbreak?</b></p> <ul style="list-style-type: none"> <li>○ Is your leadership visible, proactive, involved in planning and responsive to outbreak management?</li> <li>○ Do you know who can make decisions for continued care and services during an outbreak?</li> <li>○ Do you have sufficient workforce to continue the delivery of quality care and services?</li> </ul>
<input type="checkbox"/> 	<p><b>Equipment, stock levels and medical supplies</b></p> <ul style="list-style-type: none"> <li>○ Do you have adequate commercially supplied stock of PPE, RAT kits, hand hygiene products, nose and throat swabs, cleaning supplies, bins and bin liners?</li> <li>○ Do you know where you can source commercial supplies of PPE?</li> <li>○ Do you have sufficient storage for large PPE stock orders?</li> </ul>
<input type="checkbox"/> 	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>○ Does your OMP include a communication strategy?</li> <li>○ Do you have a plan for communicating with staff, residents, volunteers, family members and other service providers (e.g. cleaners, kitchen hand staff) about the major infectious disease outbreak, including notifying them that the outbreak is over?</li> <li>○ Are contact details for staff, residents, volunteers, family members and other service providers (state/territory health department, facility GPs, infection control consultants) up-to-date and easily accessible?</li> </ul>
<input type="checkbox"/> 	<p><b>Cleaning and waste management</b></p> <ul style="list-style-type: none"> <li>○ Does your OMP identify who to contact for additional cleaning and waste management requirements?</li> <li>○ Does your OMP identify who is responsible for overseeing increased frequency of cleaning and waste disposal, liaison with contractors or hiring extra cleaners as necessary?</li> <li>○ Do you have contact information for more than one waste management company?</li> <li>○ Do you have sufficient stocks of bins and bin liners?</li> </ul>