

COVID visitor checklist

(To be completed by attending nurse for visitors to a patient suspected or confirmed to have COVID-19)



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

Name of visitor: _____ Name of patient: _____

Date of visit: _____ Time of arrival: _____

Nurse assisting the visitor: _____

On arrival to the ward... (tick when item completed)

- Advise the visitor that when they visit someone with suspected or confirmed COVID-19 there is a higher risk of transmission if instructions are not followed strictly.
- Ask the visitor to perform hand hygiene and the attending nurse is also expected to conduct hand hygiene.
- Attending nurse to provide the visitor with appropriate PPE as per the patient's COVID-19 status and the WH PPE Guidelines. PPE items will include disposable gloves, disposable long sleeved isolation gown, surgical mask OR P2/ N95 mask (depending on the patient's COVID-19 status) and eye protection.
- Direct and assist the visitor to don all PPE items safely and perform hand hygiene.
If an N95 mask is required assist the visitor to conduct a fit check.
- Advise the visitor not to touch the mask and to hand hygiene if they do, and not to remove the mask or eat or drink during their visit as this would require removing the mask.
- Advise the visitor that the duration of the visit must not exceed one hour (without prior approval from the Nurse in Charge). The nurse should keep an eye on the time and let the visitor know when an hour has passed.
- Advise the visitor they may have limited 'contact' with the patient, such as holding the patient's hand or stroking the patient's forehead. The visitor must keep gloves on at all times.
- Advise the visitor that they must not leave the room whilst in full PPE.
- Inform the visitor that if they need to leave the room, they must request assistance by using the nurse call bell or sticking their head out of the room and asking for assistance.
- Advise the visitor that they must call for nursing assistance to remove their PPE.
- Attending nurse to supervise and verbally prompt the visitor to safely doff their gloves and gown and perform hand hygiene, as per WH PPE Guideline, whilst in the room (or anteroom), and to dispose of these items in the clinical waste bin provided in the room.

When leaving the patient's room... (tick when item completed)

- Attending nurse to supervise and verbally prompt the visitor to safely doff their mask and eye protection, dispose of these items in the clinical waste bin and perform hand hygiene.
- Ensure the visitor performs hand hygiene using the alcohol-based hand sanitiser outside the room before leaving the ward.
- Attending nurse to provide the visitor with a new surgical mask to wear and requests that the visitor leaves the hospital directly after visiting and performs hand hygiene after touching any surfaces in the hospital, such as hand rails and lift buttons.
- Advise the visitor that the surgical mask should be discarded upon leaving the hospital in the bins provided and again to hand hygiene with the provided sanitiser.
- Provide them with the visitor information sheet available on the Coronavirus Site.