

Western Health COVID Safe Departmental Checklist

Updated 19 April 2022



Western Health

COVID - 19

Be Safe – Be Smart – Be Kind

This checklist should be completed by departmental designated team leaders or nurse/midwife in charge at least daily. Any ongoing compliance issues should be escalated to the manager of the department (in hours) or to the After Hours Site Coordinator (after hours). Checklists are to be kept by department manager for 28 days.

Dept/Ward:	Name:	Date:	Time:
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Question	Yes	No
Appropriate PPE is available in the department especially overnight and for weekends	<input type="checkbox"/>	<input type="checkbox"/> **
Adequate supply of Alcohol based Hand Rub and Clinell universal wipes (green)	<input type="checkbox"/>	<input type="checkbox"/>
Staff are aware of current COVID alert level and PPE requirements	<input type="checkbox"/>	<input type="checkbox"/>
Log in sheets are in place in tea rooms	<input type="checkbox"/>	<input type="checkbox"/>
PPE/cleaning stations in tea rooms stocked	<input type="checkbox"/>	<input type="checkbox"/>
Physical distancing measures are in place with appropriate poster signage	<input type="checkbox"/>	<input type="checkbox"/>
Staff are all aware of who to contact if unwell or made aware they are a close or secondary contact	<input type="checkbox"/>	<input type="checkbox"/> ***
No eating or drinking in clinical areas incl. small offices and no drink bottles on WoW's	<input type="checkbox"/>	<input type="checkbox"/>

** PPE Team can be emailed Covid-19PPE@wh.org.au

*** _whscovid-19staffclingenquiries@wh.org.au

INPATIENT DEPARTMENTS

Question	Yes	No
COVID specific room signage is in place for suspected and confirmed cases	<input type="checkbox"/>	<input type="checkbox"/>
PPE donning / doffing stations adequately stocked with relevant resource posters	<input type="checkbox"/>	<input type="checkbox"/>
PPE Tiers Poster readily displayed	<input type="checkbox"/>	<input type="checkbox"/>
PPE spotters requested for areas with high risk and confirmed patients and PPE Spotter Checklist being used by Spotters where needed (PPE Spotters tab on microsite)	<input type="checkbox"/>	<input type="checkbox"/>
PPE buddy system discussed at the start of each shift in wards without high risk or confirmed cases to observe each other's safe PPE donning and doffing practices	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand rub is available at the end of all beds	<input type="checkbox"/>	<input type="checkbox"/>
Clean all of the shared equipment (incl. WoW's) and phones with Clinell Universal disinfectant wipes between each patient	<input type="checkbox"/>	<input type="checkbox"/>
Hand Hygiene is being performed in accordance with the 5 moments	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all patient curtains are pulled ¾ between patients where safe to do so	<input type="checkbox"/>	<input type="checkbox"/>
High touch areas are wiped at least once per shift	<input type="checkbox"/>	<input type="checkbox"/>
Masks are being worn by all patients (where able)	<input type="checkbox"/>	<input type="checkbox"/>
No eating and drinking in clinical areas (incl. small offices and no drink bottles on WoW's)	<input type="checkbox"/>	<input type="checkbox"/>
All low risk and high risk suspected and confirmed patients should not be showered but have waterless bag baths	<input type="checkbox"/>	<input type="checkbox"/>
All other patients being showered to ensure 30 mins between patients with the extraction fan on, ensure all PPE is changed including masks after showering patients	<input type="checkbox"/>	<input type="checkbox"/>