

## IPC Checklist for Special Areas

Area being assessed \_\_\_\_\_

Officer in charge \_\_\_\_\_

Date & time \_\_\_\_\_

Grade \_\_\_\_\_

Sn	Items	Description	Yes – 1 point No – 0 point	Remarks
1	Triage	<ul style="list-style-type: none"> <li>a. Is there a triage desk that is manned?</li> <li>b. Can the staff hand over an approved algorithm for triage of infectious diseases?</li> <li>c. Is a functional non-touch thermometer available?</li> <li>d. Is the thermometer being used and if so, can the staff provide a register listing how many patients had fever recently?</li> <li>e. Can the staff list the symptoms of some contagious illnesses and is a standardized triage questionnaire in use?</li> <li>f. Can the staff list some countries where outbreaks are ongoing, and can he / she mention which infections are in those countries?</li> <li>g. Does the staff know what constitute an exposure and can the staff hand over a questionnaire on exposure assessment?</li> <li>h. Can the staff provide a guideline which explains, after triage, who should be isolated, who should be sent to the flu clinic and who should be sent urgently to see a doctor?</li> <li>i. Is it indicated that patients should stay &gt; 1 meter away from the staff?</li> <li>j. Does the triage desk have sanitizers for patients and for the staff?</li> <li>k. Does the triage desk have masks that they can give to patients if needed?</li> </ul>		

		<ul style="list-style-type: none"> <li>l. Does the triage desk have tissue paper for patients together with a bin?</li> <li>m. Is a barrier present at the triage desk (plastic or glass screen)?</li> <li>n. Are visual alerts about respiratory hygiene present at the triage desk?</li> <li>o. Is a waiting area with &gt; 1m separation available for specific patients?</li> <li>p. Is triage carried out in a confidential &amp; private manner?</li> </ul>		
2	Kitchen	<ul style="list-style-type: none"> <li>a. Are all kitchen wastes thrown away in bins that are closed?</li> <li>b. Does the kitchen appear grossly clean to the naked eye and free from spillage?</li> <li>c. Is the kitchen floor mopped at least twice a day?</li> <li>d. Are there no insects and no rodents inside the kitchen?</li> <li>e. Is food stored on racks / cupboards that are closed or inside packs / containers so as not to attract pests?</li> <li>f. Are the refrigerators, ovens and microwaves clean?</li> <li>g. Is a sink available with soap and water?</li> <li>h. Are facilities available to clean utensils?</li> </ul>		
3	Waste disposal	<ul style="list-style-type: none"> <li>a. Staff wear appropriate PPE (gloves, rubber boots, protective aprons and masks) when handling, separating, or transporting infectious waste</li> <li>b. Infectious waste is kept in a dedicated and secluded area</li> <li>c. A biohazard sign is present at the dumping shed</li> <li>d. The dumping shed for infectious waste is locked</li> <li>e. The dumping area is not overflowing with waste i.e., waste is transported regularly to the disposal site</li> <li>f. Items are not falling out of the infectious bags or seen on the floor of the shed e.g., PPE, syringes or needles</li> </ul>		
4	Water storage	<ul style="list-style-type: none"> <li>a. Clean water is available 24 hours a day</li> </ul>		

		<ul style="list-style-type: none"> <li>b. A storage tank for water is available in case of shortage and can keep up with the demand for at least 48 hours</li> <li>c. The water tank is cleaned and maintained regularly</li> </ul>		
5	Yard cleanliness and hygiene	<ul style="list-style-type: none"> <li>a. Mosquitoes do not abound in the yard</li> <li>b. Stagnant water is absent on the premises</li> <li>c. Garbage and litter cannot be found on the hospital premises</li> <li>d. Ditches are not blocked (if present)</li> <li>e. Holes are closed so as not to attract rodents</li> </ul>		
6	Linen facility	<ul style="list-style-type: none"> <li>a. Soiled linen is stored separately (in red bags) from used linen (in white bags)</li> <li>b. A washing machine is available</li> <li>c. The temperature is set at 60-90°C on the machine</li> <li>d. A wash cycle is <math>\geq 10</math> minutes if the temperature is 65°C and <math>\geq 3</math> minutes if 71°C</li> <li>e. Javel is properly diluted to 0.05% (if used)</li> <li>f. Soaking time in Javel is 30 minutes</li> <li>g. Linen attendants wear the proper PPE (rubber gloves, apron, goggles / face shields &amp; boots) when cleaning very soiled linen</li> <li>h. Clean linen is carried on a clean trolley</li> </ul>		
7	Central Supplies and Sterilization Department	<ul style="list-style-type: none"> <li>a. The sterilizer is functional</li> <li>b. Proper cleaning of items is ensured before sterilization starts</li> <li>c. A log of the sterilization conditions is available after the sterilizer is used</li> <li>d. Sterile wrap paper is available</li> <li>e. Chemical indicators are used</li> <li>f. Biological indicators are used</li> <li>g. Containers where sterile items are kept are clean</li> </ul>		

		<ul style="list-style-type: none"> <li>h. Air holes of the containers are closed once sterilization is complete</li> <li>i. Sterile items are stored above the ground in dry conditions and away from non-sterile items</li> <li>j. Sterile items are carried on clean trolleys</li> </ul>		
8	Pharmacy	<ul style="list-style-type: none"> <li>a. Medication preparation area appears clean and without clutter</li> <li>b. Medication refrigerators are available and medications that need to be in fridge are not kept outside</li> <li>c. Refrigerators are equipped with thermometers</li> <li>d. A log of temperatures of the refrigerator is kept (especially for vaccines) and the temperatures are within acceptable limits</li> <li>e. Storage areas for medications appear clean and are above the ground and away from windows or wet areas</li> <li>f. A laminar flow hood or cabinet is available for preparation of medications</li> <li>g. Disposable items used for compounding are not reused (e.g., syringes and burettes)</li> <li>h. Clutter and overcrowding is absent in the compounding area</li> <li>i. Handwashing station is available</li> <li>j. Sanitizers are available</li> <li>k. Appropriate PPE is worn during compounding</li> <li>l. Yellow bins are available</li> </ul>		
9	Biosafety laboratory /	<ul style="list-style-type: none"> <li>a. A person responsible for biosafety has been identified</li> <li>b. Staff can hand over a biosafety manual that has been approved by the Ministry</li> <li>c. Lab staff has sufficient quantity of PPE</li> <li>d. Staff can be seen wearing gloves when manipulating blood and other organic specimens</li> <li>e. Microbiological waste is autoclaved prior to disposal</li> </ul>		

		<ul style="list-style-type: none"> <li>f. All microbiological specimens and blood are thrown away in yellow bags</li> <li>g. All staff have been trained in biosafety</li> <li>h. Staff can show they have an SOP on what to do in case of biological spills</li> <li>i. Staff can show they have an SOP on how to disinfect a biosafety cabinet</li> <li>j. Soap and paper towel are available at each sink</li> <li>k. An eyewash station is available</li> <li>l. Benchtops are impervious to water, acid and alkali</li> <li>m. All staff wear lab coats inside the lab (outside of administrative areas)</li> <li>n. Biosafety cabinets are certified and maintained annually</li> <li>o. An SOP is available for the manipulation of biosafety level 2 agents</li> <li>p. An SOP is available on how to decontaminate the biosafety cabinets</li> <li>q. Lab samples are delivered in biohazard bags</li> <li>r. A biohazard sign is placed near to places that manipulate biosafety level 2 or 3 agents</li> <li>s. Sharps boxes are available and when checked, they are not full beyond <math>\frac{3}{4}</math></li> <li>t. Sharps are not left lying around</li> <li>u. A protocol is in place regarding what to do in case of an exposure to an infectious agent</li> <li>v. Windows close to specimens are fitted with fly screens</li> <li>w. Staff eat and drink in a separate area and not inside the testing area</li> <li>x. Food is stored separately from lab specimens in refrigerators</li> <li>y. Access to the laboratory is controlled</li> </ul>		
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