

# Outbreak Preparedness and Prevention in Specific Populations

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The following checklist is for the providers of services for people experiencing homelessness (including overnight emergency shelters, day shelters, and meal service providers).

This checklist can be used by administrators and staff members for preparedness and prevention of COVID-19 outbreaks in congregate settings for specific populations. This checklist **is not** intended for use in long-term care facilities or other facilities outlined in the [CMOH Order 32-2020](#).

This checklist can be used to help plan for, prevent and detect COVID-19 in specific populations. It is to be used in addition to - but **does not** replace - the advice, guidance, recommendations, directives or other direction of Alberta Health.

## How to Use This Checklist

When using the checklist, the status column can be marked as follows to indicate:

**C** = complete

**IP** = in progress

**NA** = not applicable

There is also a column for your notes, comments or observations.

**In order to initiate a site investigation promptly, immediately report a single suspected case of COVID-19 in residents/clients or staff to the AHS Coordinated COVID-19 Response (1-844-343-0971).**

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## 1. Preparedness

Preparedness	Status C/IP/NA	Notes
<b>1.1 Resources and Tools</b> Appropriate resources and tools have been reviewed: <input type="checkbox"/> <a href="#">Alberta Health Services</a> <input type="checkbox"/> <a href="#">Alberta Health</a> <input type="checkbox"/> <a href="#">Contact Tracing Process</a>	Choose an item.	
<b>1.2 Contact info and services access</b> Staff know how to contact key people and access services such as: <input type="checkbox"/> COVID-19 assessment center <input type="checkbox"/> <a href="#">Local public health contact</a> <input type="checkbox"/> Key individuals within the facility <input type="checkbox"/> Healthcare provider for your facility <input type="checkbox"/> Routine medications <input type="checkbox"/> Naloxone <input type="checkbox"/> Mental health supports and counselling <input type="checkbox"/> Harm reduction <input type="checkbox"/> Addiction, treatment and detox services <input type="checkbox"/> Nicotine replacement <input type="checkbox"/> Coordinate planning with CSS, PESS, and affiliated shelters or congregate living facilities in the community <input type="checkbox"/> Transport resources through municipalities as required	Choose an item.	
<b>1.3 COVID-19 response leads</b> <input type="checkbox"/> A COVID-19 lead has been identified for planning and response. <input type="checkbox"/> An infection prevention and control lead has been identified with access to these resources: <ul style="list-style-type: none"> <li>• <a href="#">IPC recommendations</a> for COVID-19</li> <li>• <a href="#">PPE</a></li> <li>• <a href="#">Hand hygiene</a> (<a href="#">hand washing</a>, <a href="#">hand sanitize</a>)</li> <li>• <a href="#">Masking</a></li> <li>• <a href="#">IPC posters</a></li> <li>• <a href="#">Alberta Health COVID-19 prevention posters</a></li> </ul>	Choose an item.	

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Preparedness	Status C/IP/NA	Notes
<ul style="list-style-type: none"> <li><a href="#">Environmental cleaning</a></li> </ul> <input type="checkbox"/> A planning and preparedness team has been identified that could include: <ul style="list-style-type: none"> <li>Appropriate staff, administrator, IPC lead, environmental lead, maintenance</li> </ul> <input type="checkbox"/> In the event of an outbreak these team members will constitute facility <i>Outbreak Management Team</i>		

## 2. Considerations for Staff and Visitors

Staff and visitors	Status C/IP/NA	Notes
<b>2.1 Masking</b>  <input type="checkbox"/> When not providing direct service, staff and visitors should wear a non-medical mask. <input type="checkbox"/> Staff are aware that when providing direct care or when within 2 metres of clients who are cases/close contacts or have symptoms, they must wear at minimum a mask, gloves, and eye protection.  Refer to AHS guidance for <a href="#">continuous masking</a> . <a href="#">Proper wearing of masks</a> includes: <ul style="list-style-type: none"> <li>Ensuring a snug fit over the nose and under the chin.</li> <li>Discard mask when it becomes wet/moist or soiled and replace with a new one.</li> </ul>	Choose an item.	
<b>2.2 Visitors</b>  <input type="checkbox"/> <a href="#">Place Visitor poster</a> at the entrance of the facility/unit and screen any visitors prior to entering the facility. <input type="checkbox"/> Place posters regarding <a href="#">physical distancing</a> , <a href="#">hand hygiene</a> (hand washing and hand sanitizer use) in areas where they are likely to be seen. At a minimum, this includes placing them at entrances, in all public/shared washrooms.	Choose an item.	

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<p><b>2.3 Stay home if ill</b></p> <p><input type="checkbox"/> Staff aware of leave policies and financial supports available to them if they are isolating.</p> <p><input type="checkbox"/> Alternative sources of staffing have been determined in case they are needed during an outbreak.</p> <p><input type="checkbox"/> Consider short-term volunteers to staff a shelter with more usage or alternate sites. Consider the need for extra supplies (e.g., food, toiletries) and surge staff.</p> <p><input type="checkbox"/> Staff and visitors know that they should stay home if ill, even if they only have mild symptom.</p> <p><input type="checkbox"/> Staff should advise their manager of any illness that could be COVID-19.</p>	Choose an item.	
<p><b>2.4 Working at multiple sites</b></p> <p>To prevent the spread of COVID-19 from another workplace, whenever possible:</p> <p><input type="checkbox"/> Staff should work at only one workplace.</p> <p><input type="checkbox"/> Visitors should not visit other facilities if possible.</p>	Choose an item.	
<p><b>2.5 Report contact with COVID-19</b></p> <p><input type="checkbox"/> Staff are told to inform their manager if they have been at another facility with COVID-19 cases or if they have been exposed to COVID-19.</p> <ul style="list-style-type: none"> <li>AHS Coordinated COVID-19 Response (<b>1-844-343-0971</b>) can assist with recommendations for staff or visitors with possible exposures to COVID-19</li> </ul>	Choose an item.	
<p><b>2.6 Physical distancing is maintained</b></p> <p><input type="checkbox"/> <a href="#">Place posters</a> regarding physical distancing in areas where they are likely to be seen.</p> <p><input type="checkbox"/> Move furniture and use tape to mark the floor to help keep seating as far apart as possible (at least 2 metres apart).</p> <p><input type="checkbox"/> Group meetings should not take place.</p> <p><input type="checkbox"/> Space for dedicated donning and doffing of PPE.</p>	Choose an item.	

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### 3. Screening and Monitoring

Screening and monitoring	Status C/IP/NA	Notes
<b>3.1 Entry into the facility and active screening</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> There is a single entrance and those entering are asked about symptoms.</li> <li><input type="checkbox"/> Daily screening for symptoms using the <a href="#">list of symptoms</a> from Alberta Health Services.</li> <li><input type="checkbox"/> Staff asking these questions are behind a barrier (i.e., Plexiglass). If a barrier is not available, the screener should wear a medical mask and eye protection (e.g., a face shield, goggles) and stay 2 metres from those entering the facility).</li> <li><input type="checkbox"/> Alcohol-based hand rub is available at entrance, and anyone entering the facility is required to perform hand hygiene using the alcohol-based hand rub.</li> <li><input type="checkbox"/> A <a href="#">non-medical mask</a> is provided for any staff, and visitor who does not have one as well as clients who would like to wear one.</li> <li><input type="checkbox"/> <a href="#">Medical masks</a> are available for anyone with symptoms.</li> <li><input type="checkbox"/> There are medical masks, eye protection, gowns and gloves available for staff who need to provide service within 2 metres of an ill person identified on entering the facility. <ul style="list-style-type: none"> <li>• Staff are aware to use all of these for symptomatic people AND cases/close contacts.</li> </ul> </li> <li><input type="checkbox"/> There is a place away from others for those with symptoms to go until next steps are determined. <ul style="list-style-type: none"> <li>• Staff can access AHS online <a href="#">self-assessment</a> tool. Symptomatic staff are managed as per Workplace Health and Safety (WHS)/Public Health recommendations for isolation and safe return to work.</li> </ul> </li> </ul>	Choose an item.	
<b>3.2 Record of who is entering the facility</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> For visitors, the date of their visit, who they are visiting and their contact information is recorded.</li> </ul>	Choose an item.	

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<input type="checkbox"/> For clients, record when they stay in the facility, what room they stay in, and/or their mattress location. <ul style="list-style-type: none"> <li>If sharing space (large room with mats or in shared sleeping arrangements), map for beds is available for future reference.</li> </ul> <input type="checkbox"/> Ensure that visitors and clients are notified of the reasons for collecting this information and that this information and information on illness that develops may be shared with Alberta Health Services.		
<b>3.3 Screening signage</b> <input type="checkbox"/> Signs are posted (including at the entrance) advising everyone to tell a staff member if they have <a href="#">symptoms of COVID-19</a> . <input type="checkbox"/> Signage is translated into languages appropriate for resident. <input type="checkbox"/> A list of key messages is made available to screeners to communicate to everyone who enters the site, as not everyone can read. Messages include: <ul style="list-style-type: none"> <li>IPC measures such as distancing, hand hygiene, not sharing drinks or cigarettes, mask wearing.</li> <li>To report any symptoms to staff.</li> </ul> <b>Note:</b> Consideration should be given to including signs that use pictures or drawings rather than only words.	Choose an item.	
<b>3.4 Ongoing monitoring</b> <input type="checkbox"/> Checks for illness among clients who are staying in the facility are done at least twice daily. <input type="checkbox"/> Where able, clients are advised to inform staff if they feel unwell. <input type="checkbox"/> Staff and essential visitors are asked about symptoms at the start and end of their shift or visit. <input type="checkbox"/> A log is kept of ill clients, staff, or essential visitors and any test results that are available. <input type="checkbox"/> Staff know to notify Public Health and any other appropriate agencies if: <ul style="list-style-type: none"> <li>Anyone tests positive for COVID-19, or</li> </ul>	Choose an item.	

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<ul style="list-style-type: none"> <li>You are seeing more than the expected number of ill residents, staff or frequent visitors.</li> </ul>		

## 4. Living Space

Resident spaces	Status C/IP/NA	Notes
<b>4.1 Off-site locations</b> <input type="checkbox"/> Off-site locations have been identified for residents to stay to help with physical distancing or if residents are ill or there is an outbreak (e.g., hotels/motels, closed facilities, dormitories). <input type="checkbox"/> Appropriate supports and services have been identified for residents who are placed off-site, including safe methods of transportation to and from off-site locations.	Choose an item.	
<b>4.2 Sleeping arrangement</b> <input type="checkbox"/> Maximum possible distancing to help with physical distancing have been assessed including: <ul style="list-style-type: none"> <li>Use of curtains or other partitions</li> <li>Arrangement of beds alternating head and feet</li> <li>Avoiding use of bunk beds</li> <li>Use of additional rooms in the facility for sleeping space.</li> </ul>	Choose an item.	
<b>4.3 Grouping (cohorting) of clients/residents should an outbreak be declared</b> <input type="checkbox"/> The following has been discussed with regard to planning for cohorting during an outbreak: <ul style="list-style-type: none"> <li>The way to group clients in the facility including for bathroom use and meals.</li> <li>The way staff will be assigned to each group of clients.</li> <li>The use of partitions and other approaches to keep clients separate if not in private rooms.</li> </ul>	Choose an item.	

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<b>4.4 New admissions (including re-admissions) in long stay settings (anticipated to stay more than 14 days)</b>  <input type="checkbox"/> New admissions are screened for COVID-19 symptoms. <input type="checkbox"/> New admissions are tested for COVID-19 prior to admission, if possible. <ul style="list-style-type: none"> <li>• Contact the AHS Coordinated COVID-19 Response line at <b>1-844-343-0971</b> for instructions.</li> </ul> <input type="checkbox"/> New admissions are separated (isolated) from existing clients and each other for 14 days, in a private room if possible.	Choose an item.	
<b>4.5 High risk clients</b>  <input type="checkbox"/> Health Needs managed per usual challenges whether in house or through AHS. <input type="checkbox"/> Provision of any private rooms to clients at increased risk of severe COVID-19 (e.g., older adults or those with underlying medical conditions) is considered. <input type="checkbox"/> If private rooms are not available, consideration is given to separating those at increased risk (e.g., older adults) from other clients, such as those who come and go from the facility more often.	Choose an item.	

## 5. Infection Prevention and Control (IPC)

IPC	Status C/IP/NA	Notes
<b>5.1 Education and training is provided and signs are posted about</b>  <input type="checkbox"/> <a href="#">Respiratory etiquette</a> - coughing and sneezing into a tissue or into your elbow or sleeve, followed by cleaning your hand. <input type="checkbox"/> Frequently cleaning your hands. <a href="#">Hands should be cleaned</a> :	Choose an item.	

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IPC	Status C/IP/NA	Notes
<ul style="list-style-type: none"> <li>• Upon entering the facility.</li> <li>• Before and after touching surfaces or using common areas or equipment.</li> <li>• Before eating.</li> <li>• Before and after preparing food.</li> <li>• Before putting on and before and after taking off a mask.</li> <li>• Before touching the face (including before smoking).</li> <li>• After using the bathroom.</li> <li>• When dirty.</li> </ul> <input type="checkbox"/> Avoiding high-risk activities such as sharing beverages, cigarettes, or other objects that contact the mouth or nose.		
<b>5.2 Ensure adequate hand hygiene supplies</b> <input type="checkbox"/> There is access to adequate supplies of liquid hand soap, paper towels (or automatic hand dryers) and <a href="#">alcohol based hand rub</a> . <ul style="list-style-type: none"> <li>• If there are concerns that clients may drink the alcohol-based hand rub, consider alcohol-based foam products, wipes or locked wall-mounted units, staff carrying the alcohol-based hand rub or temporary sinks for hand washing.</li> </ul> <input type="checkbox"/> There are tissues and no touch garbage cans available. <input type="checkbox"/> Consider biodegradable paper cups and no-touch bins for cup disposal.	Choose an item.	
<b>5.3 Cleaning and disinfection</b> <input type="checkbox"/> Ensure adequate supplies are on hand. <input type="checkbox"/> There is regular schedule for cleaning all surfaces that is posted on the wall. <input type="checkbox"/> Clients' mattresses and living spaces are cleaned and disinfected between clients with adequate drying time for disinfectant chosen. <input type="checkbox"/> Frequently touched surfaces are <u>cleaned</u> and <u>disinfected</u> using a <a href="#">disinfectant with a Drug Identification Number</a> (DIN):	Choose an item.	

IPC	Status C/IP/NA	Notes
<ul style="list-style-type: none"> <li>• At least once per day on low touch surfaces (e.g. shelves, benches, windowsills, message or white boards, etc.).</li> <li>• A minimum of three times daily on high touch surfaces (e.g. doorknobs, light switches, call bells, handrails, phones, elevator buttons, TV remote), care/treatment area, dining areas and lounges.</li> <li>• Immediately any visibly dirty surfaces.</li> <li>• Any health care equipment (e.g. wheelchairs, walkers, lifts) according to manufacturer's instructions.</li> <li>• Any shared resident health care equipment (e.g. commodes, blood pressure cuffs, thermometers, lifts, bathtubs, showers, shared bathrooms) prior to use by a different resident/client.</li> <li>• All staff equipment (e.g. computer keyboards/mouse/carts and/or screens, medication carts, charting desks or tables, telephones, touch screens, chair arms) at least daily and when visibly soiled.</li> <li>• Equipment should be cleaned and disinfected only with a product listed in and following the procedures outlined in the manufacturer's directions for that equipment.</li> <li>• Upholstered furniture and rugs or carpets should be cleaned and disinfected when contaminated with emesis or stool, but may be difficult to clean and disinfect completely. Consult manufacturer's recommendations for cleaning and disinfection of these surfaces. If appropriate manufacturer's recommendations are not available, consult Public Health. Consider discarding items that cannot be appropriately cleaned/disinfected, when possible/appropriate.</li> <li>• Staff handling soiled laundry should wear gloves, and also gowns if there is a risk of contaminating clothing.</li> </ul>		

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<ul style="list-style-type: none"> <li>Conduct a thorough, enhanced cleaning in all affected areas at the end of the outbreak as per facility protocols.</li> </ul>		
<b>5.4 Laundry and beddings</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gloves are worn when handling dirty laundry if likely to touch items contaminated with blood or body fluid.</li> <li><input type="checkbox"/> Gowns can be added if likely to contaminate your clothing. Handle laundry gently without shaking.</li> <li><input type="checkbox"/> Regular laundry soap and hot water (60°C-90°C) are used for laundering.</li> <li><input type="checkbox"/> Clients have their own clean bedding and towels, which are not shared.</li> <li><input type="checkbox"/> Bedding and towels are washed on a regular schedule for clients who stay in the facility. <ul style="list-style-type: none"> <li>Change bedding every one to two weeks.</li> <li>Change bath towels after used about three times.</li> </ul> </li> </ul>	Choose an item.	
<b>5.4 Remind clients and staff of physical distancing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clients and staff are reminded of the need to maintain physical distancing at all times using verbal reminders and posters.</li> <li><input type="checkbox"/> Floors are marked to indicate where chairs and tables should remain and clients should stand to maintain 2 metre spacing.</li> </ul>	Choose an item.	

## 6. Clients Activities

Activities	Status C/IP/NA	Notes
<b>6.1 Common areas</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All activities that require close contact are discontinued, including group in-person meetings.</li> <li><input type="checkbox"/> Schedules for using common areas are staggered.</li> </ul>	Choose an item.	

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<input type="checkbox"/> Furniture is moved to support keeping 2 metre distance apart and tape is used on the floor to indicate where furniture should stay. <input type="checkbox"/> Common areas are cleaned and disinfected at least twice daily. <input type="checkbox"/> Shared equipment is cleaned and disinfected after use by each person (using products that are safe for <a href="#">electronic equipment</a> .)		
<b>6.2 Bathrooms</b> <input type="checkbox"/> Schedules for using common bathrooms for hygiene are staggered. <input type="checkbox"/> Label personal hygiene equipment (e.g., toothbrushes, razors, combs) with the resident's name and do not leave these items or towels in common areas where they may be accidentally used by others. <input type="checkbox"/> Bathrooms are cleaned and disinfected at least twice daily and when dirty.	Choose an item.	
<b>6.3 Meals</b> <input type="checkbox"/> Meal times are staggered to support physical distancing. Clean and disinfect surfaces, such as table tops and the arm rests of chairs, between each meal time. <input type="checkbox"/> Use of kitchen for meal preparation are staggered. <input type="checkbox"/> Kitchen is cleaned and disinfected between use as appropriate and at least twice daily and when dirty. <input type="checkbox"/> Space between people standing in lines is increased by marking floors with tape every 2 metres. <input type="checkbox"/> Tables and chairs are as far apart as possible, at least 2 metres apart, and chairs are set up so that clients are not directly facing each other. Every other seat is blocked off or removed. <input type="checkbox"/> The floor is marked with the locations where the seats should stay. <input type="checkbox"/> Shared items like salt and pepper shakers, ketchup, mustard and food containers (e.g., water pitchers, coffee and cream dispensers) are removed. Single use items are provided.	Choose an item.	

Activities	Status C/IP/NA	Notes

## 7. Communications

Communications	Status C/IP/NA	Notes
<b>7.1 Keep people informed</b> A plan has been created to keep staff, visitors and clients and their families informed of steps being taken to prevent the spread of COVID-19 in the facility and they know how you will communicate with them during an outbreak.	Choose an item.	
<b>7.2 Outbreak communication plan</b> A communication plan for an outbreak has been developed that includes the following: <ul style="list-style-type: none"> <li>• Outlines who should be notified of an outbreak including:               <ul style="list-style-type: none"> <li>○ Health care providers</li> <li>○ Nearby facilities that may share clients</li> <li>○ Who to contact for ill staff members</li> <li>○ Others</li> </ul> </li> </ul>	Choose an item.	