## 

## SUPERVISORY AUDIT TOOL DURING COVID- 19 CHECKLIST

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| Location: |  | Date: |  |
| Supervisor: |  | Signature: |  |

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The Supervisory Audit must be completed each time you visit the location to ensure that all necessary supplies and all procedures are being followed during the COVID-19 pandemic. This Tool will be used for Outbreak and Non-Outbreak locations

The checklist is separated into three main sections:

1. Hand Hygiene
2. Masks & PPE
3. Physical Distancing

In each section, you will be asked to observe both the environment (are things where they should be?) and staff behaviours (are procedures being followed?).

* Environmental Observations: For the questions presented, check the box if observed. The grey fields are for required for locations in suspected or confirmed outbreak status.
* Behavioural Observations: For the questions presented, check “consistent” if observed by all staff; “sometimes” if observed by some staff’; “never” if observes by none of the staff; and N/A if it does not apply to the location.

Please provide comments for each section, including how you educated your staff to correct improper behaviours (if any).

HAND HYGIENE  
*Wash hands for 20 seconds*

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| **Environmental Observations** |  |
| Is hand sanitizer located outside and easily accessible? | ☐ |
| Is there updated signage on the front door of the location? | ☐ |
| Is the new 3 messages POSTER (Wash hands, Wear mask and Stay 6 feet apart) posted at location? | ☐ |
| Are the “Hand Washing” posters placed near sinks at the location? | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are staff sanitizing their hands before entering the location? | ☐ | ☐ | ☐ | ☐ |
| Are proper handwashing steps✝ being followed? | ☐ | ☐ | ☐ | ☐ |
| Are staff washing their hands for the full duration (15-20 seconds)? | ☐ | ☐ | ☐ | ☐ |
| Are staff washing hands before and after interacting with individuals? | ☐ | ☐ | ☐ | ☐ |
| Are staff washing hands before putting on gloves? | ☐ | ☐ | ☐ | ☐ |
| Are staff washing hands before and after cleaning surfaces? | ☐ | ☐ | ☐ | ☐ |
| Are staff using their personal hand sanitizer and refilling it as necessary? | ☐ | ☐ | ☐ | ☐ |

✝(1) wet hands with warm water, (2) apply soap, (3) lather soap and rub hands palm to palm, (4) rub in between and around fingers, (5) rub back of each hand with palm of other hand, (6) rub fingertips of each hand in opposite palm, (7) rub each thumb clasped in opposite hand, (8) rinse thoroughly under running water, (9) pat hands dry with paper towel, (10) turn off water using paper towel, and (11) your hands are now safe

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| **Action Items & Follow Up** |
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MASKS & PPE  
*Wear a mask at all times*

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| **Environmental Observations** |  |
| Upon entering location, is the PPE “clean” and “dirty” areas clearly marked and separated? | ☐ |
| Is there a garbage container at the “dirty PPE” station? | ☐ |
| Is the Red Bio-Hazard bag for dirty masks accessible in the “dirty PPE” area? | ☐ |
| Is the blue tote for disinfecting goggles accessible in “dirty PPE” area? | ☐ |
| Is there an area designated for each staff’s face shields to be stored after disinfecting? | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are staff wearing their mask when you enter location? | ☐ | ☐ | ☐ | ☐ |
| Are staff wearing their masks properly? | ☐ | ☐ | ☐ | ☐ |
| Are staff properly removing masks during break and after their shift? | ☐ | ☐ | ☐ | ☐ |
| Are staff placing dirty masks in the appropriate bin? | ☐ | ☐ | ☐ | ☐ |
| Are staff changing their mask and/or PPE correctly, as necessary? | ☐ | ☐ | ☐ | ☐ |
| Are staff following proper donning and doffing PPE procedures? | ☐ | ☐ | ☐ | ☐ |

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| **Action Items & Follow Up** |
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PHYSICAL DISTANCING  
*Keep 6 feet apart*

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| **Environmental Observations** |  |
| Are screening forms readily available at the front of the location? | ☐ |
| Are screening forms being reviewed every time you are at location? | ☐ |
| Are screening forms being collected on a weekly basis and stored in a designated area in location? | ☐ |
| Are Individual Daily Temperature Monitoring Charts being reviewed? | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are staff entering and leaving their shift in a staggered schedule? | ☐ | ☐ | ☐ | ☐ |
| Are staff breaks staggered in shifts? | ☐ | ☐ | ☐ | ☐ |
| Are staff practicing distancing from each other? | ☐ | ☐ | ☐ | ☐ |
| Are staff following a schedule to allow individuals to use common areas in shifts? | ☐ | ☐ | ☐ | ☐ |
| Are staff staggering meal times for individuals? | ☐ | ☐ | ☐ | ☐ |
| Are staff practicing distancing outside of work? | ☐ | ☐ | ☐ | ☐ |

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| **Action Items & Follow Up** |
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