

## COVID-19 Checklist for AOD NGO Services

NSW Health has developed a checklist (current as of 16 March 2020) to support non-government organisations to prepare their service to respond to the COVID-19.

The checklist aims to highlight the most important things you need to do in case your service is affected by COVID-19.

If your service has a suspected case of COVID-19, contact the healthdirect hotline **1800 022 222**.

AOD NGO Services COVID-19 Checklist	
ITEM	Yes/No
<p><b>Are staff up to date with the current information about identifying potential cases of COVID-19?</b></p> <p><u>Useful resources</u></p> <ul style="list-style-type: none"> <li>▪ Department of Health Fact sheets about COVID-19: <a href="https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov">https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov</a></li> <li>▪ NSW Health COVID-19: <a href="https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx">https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx</a></li> <li>▪ NSW Health COVID-19 FAQs: <a href="https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx">https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx</a></li> </ul>	
<p><b>Has your service developed a COVID-19 Preparedness Plan which sets out mitigation strategies addressing impacts to workforce and possible service disruption, as a result of</b></p> <ul style="list-style-type: none"> <li>▪ <b>Confirmed/suspected infection(s) among clients</b></li> <li>▪ <b>Confirmed/suspected infection(s) among staff</b></li> <li>▪ <b>Disruption/closure of surrounding services</b></li> </ul> <p><u>Useful resources</u></p> <ul style="list-style-type: none"> <li>▪ World Health Organisation (WHO) guide for workplace readiness: <a href="https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf">https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf</a></li> <li>▪ Information for healthcare and residential care workers, Department of Health <a href="https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-health-care-and-residential-care-workers_1.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-health-care-and-residential-care-workers_1.pdf</a></li> <li>▪ Information for Primary and Community Health Workers, Department of Health <a href="http://cec.health.nsw.gov.au/_data/assets/pdf_file/0008/568133/Information-for-Primary-and-Community-Health-Workers-Version-4.pdf">http://cec.health.nsw.gov.au/_data/assets/pdf_file/0008/568133/Information-for-Primary-and-Community-Health-Workers-Version-4.pdf</a></li> </ul>	

<ul style="list-style-type: none"> <li>▪ Worksafe pandemic guide for employers, Work Safe Victoria <a href="https://www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers">https://www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers</a></li> <li>▪ Centres for Disease Control and Prevention (CDC) – Resources for Healthcare Facilities <a href="https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html">https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html</a></li> <li>▪ Communicable Diseases Network Australia: Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia: <a href="https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/\$File/RCF_Guidelines.pdf">https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/\$File/RCF_Guidelines.pdf</a></li> </ul>	
<p><b>Has your service placed posters about proper hand hygiene?</b></p> <p><u>Useful posters</u></p> <ul style="list-style-type: none"> <li>▪ <i>Protect Yourself</i> resources, NSW Health <a href="https://www.health.nsw.gov.au/Infectious/diseases/Pages/protect-yourself.aspx">https://www.health.nsw.gov.au/Infectious/diseases/Pages/protect-yourself.aspx</a></li> <li>▪ Respiratory Hygiene, Clinical Excellence Commission <a href="http://cec.health.nsw.gov.au/_data/assets/pdf_file/0007/571309/Respiratory-Hygiene-A3-Poster.pdf">http://cec.health.nsw.gov.au/_data/assets/pdf_file/0007/571309/Respiratory-Hygiene-A3-Poster.pdf</a></li> <li>▪ Contact and Droplet Precaution Sign 2020, Clinical Excellence Commission <a href="http://cec.health.nsw.gov.au/_data/assets/pdf_file/0012/568695/CEC-Contact-and-Droplet-Precautions-Sign-2020-Portrait-V2.pdf">http://cec.health.nsw.gov.au/_data/assets/pdf_file/0012/568695/CEC-Contact-and-Droplet-Precautions-Sign-2020-Portrait-V2.pdf</a></li> <li>▪ Isolation signs <a href="http://cec.health.nsw.gov.au/_data/assets/pdf_file/0011/258644/Isolation-Signs-landscape-view.pdf">http://cec.health.nsw.gov.au/_data/assets/pdf_file/0011/258644/Isolation-Signs-landscape-view.pdf</a></li> </ul>	
<p><b>Does your service have a protocol for preventing clients with a possible or actual exposure to COVID-19 from placing others at risk of infection?</b></p> <p><u>Useful resources</u></p> <ul style="list-style-type: none"> <li>▪ Transmission-based precautions, Clinical Excellence Commission <a href="http://dev.cec.health.nsw.gov.au/patient-safety-programs/infection-prevention-and-control/transmission-based-precautions">http://dev.cec.health.nsw.gov.au/patient-safety-programs/infection-prevention-and-control/transmission-based-precautions</a></li> <li>▪ Infection Prevention and Control Considerations for Patient Placement, Clinical Excellence Commission <a href="http://cec.health.nsw.gov.au/_data/assets/pdf_file/0005/303746/Infection-Prevention-and-Control-Considerations-for-Patient-Placement-Information-for-NSW-Hospitals.pdf">http://cec.health.nsw.gov.au/_data/assets/pdf_file/0005/303746/Infection-Prevention-and-Control-Considerations-for-Patient-Placement-Information-for-NSW-Hospitals.pdf</a></li> </ul>	
<p><b>Does your service have a protocol for ensuring that a client or staff member who has a possible or actual exposure to COVID-19 is put in contact with an appropriate health service?</b></p> <ul style="list-style-type: none"> <li>• healthdirect hotline <b>1800 022 222</b></li> <li>• GP (call ahead before visiting)</li> </ul>	

**If your service identifies a case of COVID-19 in a client or staff member, how will this information be fed back to other clients and staff?**

Useful resources

- NSW Health COVID-19 FAQs  
<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>

**Do you have a protocol for managing a client who declines clinical review despite meeting the criteria as a suspected case of COVID-19?**

**Refer to the NSW Health COVID-19 home page for the latest information on COVID-19 (Coronavirus)**

<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

**Refer to the COVID-19 resources developed by the Clinical Excellence Commission (CEC)**

<http://cec.health.nsw.gov.au/keep-patients-safe/infection-prevention-and-control/Coronavirus-COVID-19>