## SUPERVISORY AUDIT TOOL DURING COVID- 19

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

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The Supervisory Audit tool is available to assist program managers in ensuring Christian Horizons is meeting our supervising and instruction responsibilities around Infection Prevention and Control (IPAC) practices during the COVID-19 pandemic. This Tool can be used for Outbreak and Non-Outbreak locations.

This tool is a guideline for programs and can be adapted to be applicable to each location. It is not required to complete but is available

Completed copies of this tool can be stored in the *Inspections & Assessment Reports* folder or another folder that can be readily accessible for Ministry Inspections.

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.
* Behavioural Observations: For the questions presented, check “consistent” if observed by all employees; “sometimes” if observed by some employees; “never” if observes by none of the employees; and N/A if it does not apply to the location.

Please provide comments for each section, including how you educated your employees to encourage proper IPAC behaviours (if any).

HAND HYGIENE
*Wash hands for 20 seconds*

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| **Environmental Observations** |  |
| Is hand sanitizer located at the door and easily accessible? | ☐ |
| Are the “Hand Washing” poster and “Alcohol Based Hand Rub” (ABHR) poster clearly displayed.  | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are employees sanitizing their hands when entering the location? | ☐ | ☐ | ☐ | ☐ |
| Are proper handwashing steps being followed? | ☐ | ☐ | ☐ | ☐ |
| Are proper hand sanitizing steps being followed when using ABHR?  | ☐ | ☐ | ☐ | ☐ |
| Are employees washing hands before and after interacting with individuals? | ☐ | ☐ | ☐ | ☐ |
| Are employees washing hands before putting on gloves? | ☐ | ☐ | ☐ | ☐ |
| Are employees washing hands before and after cleaning surfaces? | ☐ | ☐ | ☐ | ☐ |
| Are employees performing hand hygiene after touching their mask or other PPE?  | ☐ | ☐ | ☐ | ☐ |
| Are employees washing hands before handling food or eating.  | ☐ | ☐ | ☐ | ☐ |

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| **Action Items & Follow Up** |
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MASKS & PPE
*Wear a mask and eye protection at all times.*

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| **Environmental Observations** |  |
| Is there a garbage container for the dirty PPE? | ☐ |
| Is there a specific area for cleaning of face shields? | ☐ |
| Is there an area designated for each employee’s face shields to be stored after disinfecting? | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are employees staff wearing their mask/eye protection when in the location? | ☐ | ☐ | ☐ | ☐ |
| Are employees wearing their masks/eye protection properly? | ☐ | ☐ | ☐ | ☐ |
| Are employees properly removing masks/eye protection during break and after their shift? | ☐ | ☐ | ☐ | ☐ |
| Are employees placing dirty masks in the appropriate bin? | ☐ | ☐ | ☐ | ☐ |
| Are employees changing their mask and/or PPE correctly, as necessary? | ☐ | ☐ | ☐ | ☐ |
| Are employees 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 Individual Daily Temperature Monitoring Charts being completed? | ☐ |

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| **Behavioural Observations** | **Consistent** | **Sometimes** | **Never** | **N/A** |
| Are employees practicing physical distancing from each other? | ☐ | ☐ | ☐ | ☐ |
| Are employees following a schedule to allow individuals to use common areas in shifts? | ☐ | ☐ | ☐ | ☐ |
| Are employees staggering mealtimes to ensure physical distancing? | ☐ | ☐ | ☐ | ☐ |

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| **Action Items & Follow Up** |
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