**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.**

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|  **AOD NGO Services COVID-19 Checklist**  |
| **ITEM** | **Yes/No**  |
| **Are staff up to date with the current information about identifying potential cases of COVID-19?** Useful resources* Department of Health Fact sheets about COVID-19:

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>* NSW Health COVID-19:

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

<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>  |  |
| **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*** **Confirmed/suspected infection(s) among clients**
* **Confirmed/suspected infection(s) among staff**
* **Disruption/closure of surrounding services**

Useful resources* World Health Organisation (WHO) guide for workplace readiness:

<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf> * Information for healthcare and residential care workers, Department of Health

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-health-care-and-residential-care-workers_1.pdf>* Information for Primary and Community Health Workers, Department of Health

<http://cec.health.nsw.gov.au/__data/assets/pdf_file/0008/568133/Information-for-Primary-and-Community-Health-Workers-Version-4.pdf>* Worksafe pandemic guide for employers, Work Safe Victoria <https://www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers>
* Centres for Disease Control and Prevention (CDC) – Resources for Healthcare Facilities https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html
* Communicable Diseases Network Australia: Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia: [https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/$File/RCF\_Guidelines.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/%24File/RCF_Guidelines.pdf)
* Communicable Diseases Network Australia: Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia: [https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/$File/RCF\_Guidelines.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/%24File/RCF_Guidelines.pdf)
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| **Has your service placed posters about proper hand hygiene?**Useful posters* *Protect Yourself* resources, NSW Health <https://www.health.nsw.gov.au/Infectious/diseases/Pages/protect-yourself.aspx>
* Respiratory Hygiene, Clinical Excellence Commission <http://cec.health.nsw.gov.au/__data/assets/pdf_file/0007/571309/Respiratory-Hygiene-A3-Poster.pdf>
* Contact and Droplet Precaution Sign 2020, Clinical Excellence Commission<http://cec.health.nsw.gov.au/__data/assets/pdf_file/0012/568695/CEC-Contact-and-Droplet-Precautions-Sign-2020-Portrait-V2.pdf>
* Isolation signs <http://cec.health.nsw.gov.au/__data/assets/pdf_file/0011/258644/Isolation-Signs-landscape-view.pdf>
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| **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?**Useful resources* Transmission-based precautions, Clinical Excellence Commission

<http://dev.cec.health.nsw.gov.au/patient-safety-programs/infection-prevention-and-control/transmission-based-precautions> * Infection Prevention and Control Considerations for Patient Placement, Clinical Excellence Commission<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>
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| **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?** * healthdirect hotline **1800 022 222**
* GP (call ahead before visiting)
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| **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 Heath 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>