

## Checklist for Adult Approved Acute Centres (AAAC)

- Staff are trained on the signs and symptoms of COVID -19 and isolation practices.
- Visitor notices are visible advising about COVID -19, against visitors attending if symptomatic and of handwashing measures before, during and after visiting. Appropriate visitor restrictions are in place. Ensure information and signage is strategically located for patients and visitors in the Approved centre
- Staff know they need to stay at home if they or any close family members develop COVID-19 symptoms and to follow HSE guidance on self isolation.
- Hand washing resources and sanitisers if available are placed at all entrances and at strategic points.
- Coughing / sneezing into tissue / elbow crook advised. Ensure tissues, waste bins, are available at strategic points throughout the facility.
- Staff have the name and number of the Service users' GP/ Consultant / Family Member/Carer to inform them if Service User has symptoms of COVID -19.
- There is a facility preparedness plan that reflects *Infection* Prevention and Control (IPC) measures, contingency planning for outbreak management including isolation measures and cleaning procedures and staff training on precautionary measures <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>. Try to ensure adequate supplies of Personal Protective Equipment (PPE) taking account of the number of staff and size of the AAAC.
- A clinical lead is appointed to the service who has experience and capacity in relation to physical health and who can give guidance and training to other staff on monitoring and caring for the physical health needs of a service user with COVID-19.
- A clinical lead has assessed the stock of necessary resources to care for someone with COVID-19 symptoms e.g. oxygen, nasal prongs, oxygen masks and tubing available for those who have breathing difficulties due to COVID-19 virus. Nebulisers may also be required, resources to carry out vital signs for Service Users and a NEWS (2013) scoring key card and NEWS (2013) observations chart (NEWS charts can be obtained from acute services).
- Each Resident/Service user has a set of recent baseline vital signs on NEWS observation sheet. NEWS score is calculated. Record the normal baseline health of the service user .Be alert to any changes of the normal baseline in the service user. Commence 24 hourly vitals at a minimum on all service users in acute mental health adult inpatient approved units if not on same already for the duration of the COVID-19 outbreak. Please see links below to a presentation and information on NEWS.

[How to complete the NEWS observation chart](#)

[Presentation to provide information about how to use NEWS for staff in acute settings](#)

[Patient observation chart](#)

- If single occupancy rooms are available they should be used for Service Users with COVID-19.
- If this is not feasible, multiple patients with confirmed COVID -19 can be cohorted into the same room or unit of accommodation. Contact your local Community Health Social Inclusion or Public Health Link for advice. Communication links to be given to services locally where possible.
  - Advise and encourage appropriate social distancing measures between all service users.
  - The service has the necessary resources if a resident is positive for COVID-19 i.e. appropriate handling of laundry, utensils and bathroom faculties. Extra bags for double bagging may be required.
  - Cleaning staff are aware of what precautions to take if there is a suspected COVID-19 case within the Community Residence. Increase your cleaning regime or ask your building manager / cleaning supervisor to do so.
  - Designated staff are appointed to care for COVID -19 patients who has the details of the designated infection control personnel, public health and a medical officer within the Mental Health Services.
  - All visitors to the Acute Adult Approved Centre are recorded in a log book.