**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/$File/RCF_Guidelines.pdf> * Communicable Diseases Network Australia: Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia: <https://www1.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/$File/RCF_Guidelines.pdf> |  |
| **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> |  |
| **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> |  |
| **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) |  |
| **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>