



# Auditing for LTCH/RH/CLS - RVH IPAC Hub

Jessie Must – March 21, 2024

# WHAT IS AUDITING?

## IPAC Self-Assessment Audit for Long-Term Care and Retirement Homes

Public  
Health  
Ontario

Santé  
publique  
Ontario

Published: September 2023

### Instructions

#### Purpose:

This self-assessment audit is designed to help Infection Prevention and Control (IPAC) leads at long-term care homes and retirement homes assess how their IPAC practices meet minimum IPAC requirements under applicable legislation and regulations. Completing this audit can assist when discussing the need for IPAC support from IPAC Hubs, public health units, Public Health Ontario, or other supporting agencies or Ministries. Staff performing this audit should ensure they are up-to-date with the most current IPAC protocols in their facility.

#### When to use:

This tool can be used to monitor the implementation and ongoing adherence to IPAC practices. Some areas will likely require more in-depth auditing (e.g., hand hygiene, PPE, environmental cleaning) if there is a change of policy / practice or there is an identified gap in adherence to best practice. Please refer to the [Infection Prevention and Control \(IPAC\) Checklist for Long-Term Care and Retirement Homes](#) to perform a more comprehensive assessment of IPAC practices.

#### How to use:

- Set aside time to tour your home and complete this audit.
- Consider bringing another staff person with you. You may each notice different areas for improvement. Certain items may require checking in with your administrator or charge nurse.
- Provide specific location(s) and gaps identified under “Notes for Improvement” column.
- Complete the action item section at the end for prioritizing and addressing items where response was “no”. Share these action items with the senior management to support improvement plans within a defined time.
- The results of this audit may compared to previous audit results to assess if areas for improvement have been addressed.

# IMPORTANCE OF AUDITING

- Auditing is important for immediate and long-term improvement of IPAC best practices.
- Can help with planning and evaluating training and education programs in your setting.
- Should be integrated as a regular part of your homes IPAC program.
- Should be a collaborative and non-punitive process.



# WHO CAN CONDUCT AUDITS?

- Trained staff can conduct audits which may include:
  - Managers, supervisors, leaders
  - Charge staff
  - IPAC professionals
  - IPAC Champions
  - Peers



# WHEN SHOULD AUDITS BE PERFORMED?

- On a **regular** basis established by the organization or team
- After training has been provided
- When problems or gaps are identified
- Any changes to guidelines or practices
- When transmission has occurred (ex. suspect or confirmed outbreaks)
- New process or training has been put in place

# AUDITING STEPS



Image from Public Health Ontario

# HOW TO GET STARTED

- Set aside time to complete the audit.
- Consider having another staff join you as an extra set of eyes.
- Fill in Assessor information portion on audit form.

## Assessor Information

Date (yyyy-mm-dd):

Time (24hr - HH:MM):

Auditor's name:

Auditor's signature:

2nd auditor's name:

2nd auditor's signature:

# FRONT ENTRANCE

## 1 - Front Entrance

1.1 There is a process for passive screening of all staff and visitors for signs / symptoms of an infectious illness (e.g., new onset cough, fever, nausea, vomiting, diarrhea or infectious rash) at the beginning of their shift / visit

☐ Yes ☒ No

1.2 Passive screening signage for symptoms of illness is posted

☐ Yes ☒ No

1.3 Alcohol based hand rub (ABHR) with 70-90% alcohol is available

☐ Yes ☒ No

1.4 Medical masks are available with instructions for use posted

☐ Yes ☒ No

1.5 All individuals clean hands with ABHR and may choose to wear a medical mask to enter

☐ Yes ☒ No

**Notes for improvement:**



# LOBBY/ELEVATORS

## 2 - Lobby and/or Elevators (Skip to section 3 if no lobby or elevators)

2.1 There is minimal furniture with surfaces that can be easily cleaned and disinfected

☐

Yes

☐

No

2.2 All surfaces are cleaned/disinfected at least daily and when visibly soiled

☐

Yes

☐

No

2.3 ABHR is available on the outside wall adjacent to elevators and doors

☐

Yes

☐

No

2.4 Visible signage with instructions on how to wear a mask and perform hand hygiene is posted

☐

Yes

☐

No

Notes for improvement:

# STAFF BREAK AREAS

## 3 - Staff break rooms / locker rooms

3.1 ABHR accessible at entrance and inside the room

☐

Yes

☐

No

3.2 Staff clean hands before entering / exiting

☐

Yes

☐

No

3.3 Cleaning/disinfecting supplies are accessible to clean surfaces after use

☐

Yes

☐

No

3.4 The room is cleaned / disinfected at least once daily

☐

Yes

☐

No

Notes for improvement:

# NURSING STATION

## 4 - Resident care floor - nursing station

- |   |                              |                          |
|---|------------------------------|--------------------------|
| 4.1 No food or drink at the station   | <input type="checkbox"/> Yes | <input type="radio"/> No |
| 4.2 ABHR is accessible  | <input type="checkbox"/> Yes | <input type="radio"/> No |
| 4.3 Cleaning / disinfecting wipes and gloves are accessible to clean surfaces after use (e.g. keyboard) | <input type="checkbox"/> Yes | <input type="radio"/> No |
| 4.4 All high touch surfaces are cleaned at least daily and when visibly soiled                          | <input type="checkbox"/> Yes | <input type="radio"/> No |

Notes for improvement:

# RESIDENT ROOMS

## 6 - Resident care floor - resident rooms

- |  |                              |                          |                           |
|--|------------------------------|--------------------------|---------------------------|
| 6.1 ABHR accessible at entrance and at point of care   | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.2 Staff clean hands as per four moments of hand hygiene (if observed during this audit)  | <input type="checkbox"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 6.3 For Routine Practices staff have access to personal protective equipment (PPE) as per their point of care risk assessment (PCRA)   | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.4 For residents placed on Additional Precautions, there is appropriate signage and access to PPE supplies  | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.5 Staff and visitors have received education and training on how to safely use PPE   | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.6 Staff are wearing PPE based on their PCRA as per Routine Practices and Additional Precautions  | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.7 Residents are assessed at least once daily for signs and symptoms of acute respiratory infection (e.g., new onset cough, fever, nausea, vomiting, diarrhea or infectious rash) | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.8 The room is cleaned / disinfected at least once daily and when visibly soiled  | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.9 Equipment that cannot be dedicated to a single resident is cleaned and disinfected between residents   | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 6.10 Waste receptacles are positioned near the exit inside of the resident room to support easy disposal of PPE and laundry bins when reusable gowns are used                      | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |

Notes for improvement:

# ADDITIONAL IPAC CONSIDERATIONS

## 7 - Check with charge nurse or administrator that:

- |   |                              |                          |                           |
|---|------------------------------|--------------------------|---------------------------|
| 7.1 Staffing is sufficient and there is a contingency plan that identifies staffing needs and prioritizes critical and non-essential services based on resident needs | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 7.2 PPE stockpile is sufficient   | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 7.3 Isolation rooms are identified as per Ministry of Long-Term Care guidance   | <input type="checkbox"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 7.4 Indoor spaces are well-ventilated<br>(i.e., through properly functioning and maintained HVAC systems, natural ventilation)  | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |
| 7.5 Staff have been informed about the most recent guidance<br>(e.g., updated communication boards, interviewing staff, email blasts)                                 | <input type="checkbox"/> Yes | <input type="radio"/> No |                           |

**Notes for improvement:**

# ADDITIONAL IPAC CONCERNS

**8 - List any additional IPAC concerns (e.g., ABHR dispenser is empty or broken, masks are not available):**

# NEXT STEPS

- Any action items identified should be addressed.
- Share action items with senior management to support improvement plans within a defined time.



# ADDITIONAL AUDITS

Hand hygiene

PPE use and donning and doffing

Environmental cleaning





# HAND HYGIENE AUDITING

- Auditing is important to ensure staff are following the 4 moments of hand hygiene.
- Can be used to identify gaps in hand hygiene practices.
- On-the-spot feedback should be provided when gaps are identified.
- Just Clean Your Hands (JCYH) program for LTCH was developed to support hand hygiene in long term care homes.



Click for JCYH resources



## Observation Tool for Long-Term Care Homes



Observer-ID: <input type="text"/> Date: <input type="text"/> Day of Week: <input type="text"/> Start Time: <input type="text"/> End Time: <input type="text"/>	Form-No.: <input type="text"/>	Facility-ID: <input type="text"/> Care Unit: <input type="text"/>
--	--------------------------------	--

Category: 1 = Physician      5 = Social Worker      09 = Housekeeping/Laundry Staff      13 = Dietary Staff 2 = Nurse      6 = Pastoral Care      10 = Volunteer      14 = Other* 3 = HCA/PSW      7 = Blood Collection/Lab/X-ray      11 = Recreation Staff      15 = Personal Services** 4 = Student      8 = Therapy Staff (OT/Physio)      12 = Sitter/Private Caregiver			
--	--	--	--

Category: <input type="text"/>	Category: <input type="text"/>	Category: <input type="text"/>	Category: <input type="text"/>
--------------------------------	--------------------------------	--------------------------------	--------------------------------

1 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves <input type="checkbox"/> Nails <input type="checkbox"/> Bracelets <input type="checkbox"/> Rings	1 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves <input type="checkbox"/> Nails <input type="checkbox"/> Bracelets <input type="checkbox"/> Rings	1 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves <input type="checkbox"/> Nails <input type="checkbox"/> Bracelets <input type="checkbox"/> Rings	1 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves <input type="checkbox"/> Nails <input type="checkbox"/> Bracelets <input type="checkbox"/> Rings
2 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	2 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	2 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	2 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves
3 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	3 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	3 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	3 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves
4 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	4 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	4 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves	4 <input type="checkbox"/> BEF-PAT/ENV <input type="checkbox"/> AFT-PAT/ENV T:                    T: <input type="checkbox"/> BEF-ASP <input type="checkbox"/> AFT-BFL <input type="checkbox"/> Rub <input type="radio"/> Missed <input type="checkbox"/> Wash <input type="checkbox"/> Gloves

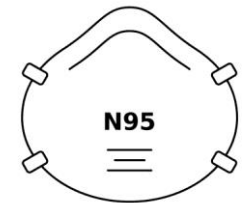
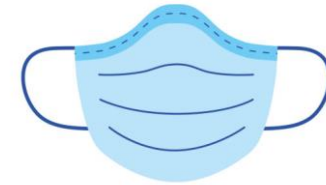
  

**Notes:**  
 If resident is on **additional precautions/isolation** indicate "Category number" and "Opportunity number" here: \_\_\_\_\_  
  
 \*Other Providers: (e.g., chiroprapist, dental, ophthalmologist, optician, speech pathologist, pharmacist, audiologist, respiratory therapist, oxygen provider, massage therapist, home care nurse)  
 \*\*Personal Services: (e.g., hairdresser/barber, wheelchair providers)

Adapted from the World Health Organization

# PPE AUDITING


- PPE auditing is an important tool for verifying that your PPE standards and procedures are being followed.
- Can help to identify and correct any gaps or barriers to compliance with PPE usage.
- Provides opportunities for feedback to be shared to staff.



# PPE AUDITING CONSIDERATIONS

- Provide staff with education and resources to support knowledge and understanding of PPE use (including PCRA).
- Practice donning and doffing with staff while providing support and feedback.
- Place correct sequence of donning and doffing signage where appropriate to support staff.

Click for PHO's  
PPE Auditing  
Resources



## Supporting the Use of Personal Protective Equipment (PPE) Audit

Public Health Ontario | Santé publique Ontario

Legend: NA = Not applicable.

### 1 - GENERAL INFORMATION

#### ASSESSOR INFORMATION

IPAC Lead (or designate) / Assessor (print name):

Signature:

Date (yyyy/mm/dd):

### 2 - FINDINGS

#### ADMINISTRATIVE

- Policy and procedures on PPE are current (i.e. reviewed on an annual basis), including training and procurement ☐ Yes ☐ No ☐ N/A
- PPE requirements such as training and testing have been communicated/document to the agency as well as contracted employees ☐ Yes ☐ No ☐ N/A
- Appropriate staff, including agency and contracted staff, have current fit test results for N95 respirators ☐ Yes ☐ No ☐ N/A
- Audit results are communicated to staff and used to develop education refreshers and messaging ☐ Yes ☐ No ☐ N/A

Administrative Score:	Number of Yes responses	<input type="text" value="0"/>
	Number of Yes and No responses	<input type="text" value="0"/>

#### TRAINING

- All new staff have received training at orientation including a demonstration/practical review (number for this month)  ☐ Yes ☐ No ☐ N/A
- All temporary/agency staff are oriented to PPE and IPAC practices and resources (number for this month)  ☐ Yes ☐ No ☐ N/A
- All temporary/agency staff are assigned a "buddy" for the first few shifts to orient them on site-specific practices (number for this month)  ☐ Yes ☐ No ☐ N/A
- All staff receive an annual refresher training and/or when a deficiency has been observed (number for this month)  ☐ Yes ☐ No ☐ N/A
- All visitors/caregivers receive PPE training (number for this month)  ☐ Yes ☐ No ☐ N/A
- IPAC leads or shift change leads provide PPE reminders and audit results at huddles / team meetings  ☐ Yes ☐ No ☐ N/A

Training Score:	Number of Yes responses	<input type="text" value="0"/>
	Number of Yes and No responses	<input type="text" value="0"/>

#### SUPPLIES

- ABHR is available in donning and doffing PPE areas and at point-of-care areas ☐ Yes ☐ No ☐ N/A
- PPE is accessible and available in different sizes, and also stored safely ☐ Yes ☐ No ☐ N/A
- Disinfectant wipes are available ☐ Yes ☐ No ☐ N/A
- Waste and laundry bins are available and are not overfilled (hands-free if possible) ☐ Yes ☐ No ☐ N/A
- Isolation carts/PPE carts are not used to store patient supplies ☐ Yes ☐ No ☐ N/A
- Responsibility for restocking and cleaning carts, and emptying waste or laundry bins is identified ☐ Yes ☐ No ☐ N/A

Supplies Score:	Number of Yes responses	<input type="text" value="0"/>
	Number of Yes and No responses	<input type="text" value="0"/>

Updated September 2021

## Auditing of Personal Protective Equipment (PPE) Use

Public Health Ontario | Santé publique Ontario

\*Note: Use one form per observed individual.

Legend: NA = Not applicable. Not applicable can be marked if practices/techniques were not observed (e.g., auditor was not present during donning [putting on] or doffing [taking off] PPE).

Clear all form fields

\*Note: Please save file before clearing fields.

### 1 - GENERAL INFORMATION

#### OBSERVER INFORMATION

Observer name:	<input type="text"/>	Room and/or area:	<input type="text"/>
Location:	<input type="text"/>	Type of precautions (check box that applies):	<input type="checkbox"/> None (Routine Practices) <input type="checkbox"/> Contact <input type="checkbox"/> Droplet/Contact
Date (yyyy/mm/dd):	<input type="text"/>	<input type="checkbox"/> Airborne <input type="checkbox"/> Other: <input type="text"/>	
Time (HH:MM):	<input type="text"/>	<input type="checkbox"/> Droplet	

#### OBSERVED INDIVIDUAL

(Select one individual and check box)

<input type="radio"/> RN/RPN	<input type="radio"/> Radiology/Lab Technologist	<input type="radio"/> Physiotherapist	<input type="radio"/> Pharmacist
<input type="radio"/> Personal Support Worker	<input type="radio"/> Food Services	<input type="radio"/> Dietitian	<input type="radio"/> Care Coordinator
<input type="radio"/> Physician	<input type="radio"/> Environmental Services	<input type="radio"/> Rehabilitation Assistant	<input type="radio"/> Agency Staff
<input type="radio"/> Nurse Practitioner	<input type="radio"/> Support Worker	<input type="radio"/> Social Worker	<input type="radio"/> Other (e.g., Family): <input type="text"/>
<input type="radio"/> Student	<input type="radio"/> Occupational Therapist	<input type="radio"/> Volunteer	

#### ROOM SETUP

If applicable, precaution signage visible before entering the room or bed space.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Room Setup Score:	Number of Yes responses	<input type="text" value="0"/>
PPE Supplies available and accessible at the point of use with clear separation between clean and dirty.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Number of Yes and No responses	<input type="text" value="0"/>

### 2 - COMPLIANCE (SEQUENCE AND TECHNIQUE)

#### DONNING (PUTTING ON PPE)

If individual entered a precautions room without donning appropriate PPE, provide feedback and mark relevant misses. Otherwise, continue observation.

Indicate the individual's order of donning by numbering the boxes 1 to 5 and confirm use of the correct technique.

Correct PPE Donning sequence	Sequence observed	Most commonly missed techniques	Yes	No	N/A
(1) Hand hygiene	<input type="text"/>	Minimum duration 15 seconds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(2) Gown	<input type="text"/>	Gown tied at neck and back	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(3a) Mask	<input type="text"/>	Mask nose piece pinched	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(3b) N95 respirator	<input type="text"/>	N95 respirator seal check performed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(4) Eye protection	<input type="text"/>	Fits over brow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(5) Gloves	<input type="text"/>	Gloves fit over cuff of gown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Correct PPE donning sequence is performed ☐ Yes ☐ No ☐ N/A

Donning Score:	Number of Yes responses	<input type="text" value="0"/>
	Number of Yes and No responses	<input type="text" value="0"/>

Updated September 2021

# ENVIRONMENTAL CLEANING AUDITS

- Ensures cleaning procedures are being followed and adequate resources are dedicated to environmental cleaning.
- Can increase efficacy of cleaning and assist supervisors in providing feedback to their staff.
- There are different types of audits for environmental cleaning.



# ENVIRONMENTAL CLEANING AUDIT TYPES

## Observational Methods:

- Visual assessment
- Performance observation
- Satisfaction surveys

## Post Cleaning Testing of Surfaces:

- Environmental Marking
- Adenosine Triphosphate (ATP) bioluminescence
- Environmental Culture

## AT A GLANCE

# Implementing Environmental Marking Audits for Environmental Cleaning in Five Steps

Published: August 2023

## Background

Environmental marking audits help identify if staff are following best practice. It is one of three types of audits used to measure, evaluate and improve the effectiveness of a setting's environmental cleaning practices. This document is part of The Environmental Cleaning Auditing series and its companion products. The steps in this document are a continuation of [Introduction to Implementing Environmental Cleaning Auditing](#).

## Objectives

The purpose of this document is to provide considerations for health care settings to develop or improve the auditing portion of their environmental services department's quality control program. It provides:

- an overview of the implementation steps of an environmental cleaning audit process to support infection prevention and control (IPAC) best practices,
- environmental cleaning best practices, and improvement initiatives;
- guidance on how to use a 5 step approach to implement visual assessment environmental cleaning audits within an organization.



## Step 1: Plan

Prior to using this guide ensure you have completed Step 1 in [Introduction to Implementing Environmental Cleaning Auditing](#).

## Step 2: Audit

To start auditing, use the [Environmental Cleaning Environmental Marking Audit Tool](#) or your organization's own form(s).

Implementing Environmental Marking Audits for Environmental Cleaning in Five Steps

## Environmental Cleaning Environmental Marking Audit

This tool can be used to assist with environmental marking. A predetermined number of surfaces are marked prior to cleaning and the room is then assessed after a worker has cleaned the area.

For more information, please see [At A Glance: Implementing Environmental Marking Audits for Environmental Cleaning in Five Steps](#)

Date (yyyy-mm-dd):  Time (HH:MM):  Unit:  Room:   
Room cleaned by: First name:  Last name:

### 1 - Room Surfaces

1.1 Door Handle	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.2 Light Switch	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.3 Chair Arm	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.4 Bed Rail	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.5 Bedside Table	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.6 Call Bell	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.7 Telephone	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.8 Room Sink Faucet	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
1.9 Room Sink Basin	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A

### 2 - Bathroom Surfaces

2.1 Door Handle	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.2 Light Switch	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.3 Bathroom Sink Faucet	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.4 Bathroom Sink Basin	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.5 Handrails	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.6 Toilet Seat	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A
2.7 Toilet Flush Handle	<input type="radio"/> Cleaned	<input type="radio"/> Not Cleaned	<input type="radio"/> N/A

Page 1 of 2

Additional questions on the next page →



# REFERENCES

- Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018.
- Ontario Agency for Health Protection and Promotion (Public Health Ontario). (2023, November 30). *Covid-19 resources for congregate living settings*. Public Health Ontario. <https://www.publichealthontario.ca/en/Diseases-and-Conditions/Infectious-Diseases/Respiratory-Diseases/Novel-Coronavirus/Congregate-Living-Settings-Resources>
- Ontario Agency for Health Protection and Promotion (Public Health Ontario). Implementing environmental marking audits in five steps. Toronto, ON: King's Printer for Ontario; 2023.
- Ontario Agency for Health Protection and Promotion (Public Health Ontario). Implementing personal protective equipment audits in all health care settings. Toronto, ON: Queen's Printer for Ontario; 2021.
- Ontario Agency for Health Protection and Promotion (Public Health Ontario). Introduction to implementing environmental cleaning audits. Toronto, ON: King's Printer for Ontario; 2023.
- Ontario Agency for Health Protection and Promotion, Provincial Infectious Diseases Advisory Committee. Routine Practices and Additional Precautions in All Health Care Settings. 3rd edition. Toronto, ON: Queen's Printer for Ontario; November 2012.

# REFERENCES CONTINUED

- Ontario Agency for Health Protection and Promotion (Public Health Ontario). COVID-19: infection prevention and control checklist for long-term care and retirement homes. Toronto, ON: King's Printer for Ontario; 2023.
- Ontario Agency for Health Protection and Promotion (Public Health Ontario). IPAC Self-assessment audit for long-term care and retirement home. Toronto, ON: Queen's Printer for Ontario; September 2023. Available from <http://www.publichealthontario.ca/-/media/Documents/I/2023/ipac-self-assessment-audit-tool-ltcrh.pdf>
- Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best Practices for Hand Hygiene in All Health Care Settings. 4th ed. Toronto, ON: Queen's Printer for Ontario; January 2014.
- Ontario. Ministry of Health. COVID-19 guidance for public health units: long-term care homes, retirement homes, and other congregate living settings [Internet]. Version 11. Toronto, ON: King's Printer for Ontario; 26 July 2023 Available from [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/LTCH\\_RH\\_guidance\\_PHU.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/LTCH_RH_guidance_PHU.pdf)
- Ontario. Ministry of Health Ontario. (2009, September). Just clean your hands - implementation guide. <http://www.publichealthontario.ca/-/media/documents/J/2013/jcyh-hospital-implementation-guide.pdf>
- Ontario, Ministry of Health. (2023, September). *Infection Prevention and Control (IPAC) Standard for Long-Term Care Homes*.

# QUESTIONS?

Please contact your RVH IPAC Hub liaison.

Ashley Allan

email: [allana@rvh.on.ca](mailto:allana@rvh.on.ca)

Mustansir Diwan

email: [diwanm@rvh.on.ca](mailto:diwanm@rvh.on.ca)

Jessie Must

email: [mustj@rvh.on.ca](mailto:mustj@rvh.on.ca)

