

# IPAC Checklist for Community Immunization Clinics

This checklist may be used to assess adherence to infection prevention and control guidelines in settings preparing to immunize community clients and/or NSH staff. The checklist is to be used in conjunction with other relevant guidance documents available on the [NSH COVID-19 Hub](#) including the [Nova Scotia Health Respiratory Virus Safety Plan](#). The term “client: used in this document refers to clients from the community or Nova Scotia Health staff/volunteers/physicians/learners who may be receiving immunizations.

NS Health Location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY)

Auditor: \_\_\_\_\_

Reception/Screening Areas			
Criteria	Yes	No	Comments
Waiting area capacity followed as outlined in <a href="#">Nova Scotia Health Respiratory Virus Safety Plan</a>			
Clearly visible signage is posted at entry identifying: <ul style="list-style-type: none"> <li>Whether a medical mask must be worn to enter the clinic</li> <li>Signs/symptoms of viral respiratory illness and any relevant exposure history and</li> <li>Do not enter the clinic if experiencing signs and symptoms of COVID-19/exposure risk and what to do (call 811)</li> </ul>			
Clearly visible signage is posted at entry identifying when and how to perform hand hygiene			
There is a defined one-way traffic flow of clients into reception, screening, vaccine administration, recovery, and exit			
All non-essential items are removed from reception and screening areas, such as personal items, magazines, pamphlets, posters, etc.			
Reception and screening personnel are protected by wearing appropriate PPE (based on <a href="#">Nova Scotia Health Respiratory Virus Safety Plan</a> )			
All clients are screened for viral respiratory illness symptoms and denied entry if symptoms are present. Directions are provided for self-isolation.			
Masks are available at reception for use & distribution to clients, if required.			
Tissues and no touch garbage bins are available			

Immunization Stations			
Criteria	Yes	No	Comments
The immunization station is clean and free of clutter with only essential equipment for the immunization procedure			
Each immunization station is supplied with: <ul style="list-style-type: none"> <li>Alcohol based hand rub (ABHR)</li> <li>Approved sharps disposal container</li> <li>Cleaner/disinfectant wipes (for equipment)</li> <li>Skin antiseptic prep pads (for immunization)</li> <li>Adhesive bandages</li> <li>No touch garbage bins for disposal of skin prep pads, etc.</li> <li>Table surface should be intact and a cleanable surface (no tablecloths)</li> </ul>			
No touch garbage bins are located near the immunization stations to be used to discard any used PPE			
Eating or drinking does not occur at immunization stations			
Signage outlining correct sequence for putting on & removing PPE is posted near immunization stations			
Recovery Area			
Criteria	Yes	No	Comments
Anaphylaxis kits stored safely (to prevent contamination)			
Approved sharps container available			
Alcohol based hand rub (ABHR) is available			
Disinfectant wipes are available			
Shared equipment is cleaned and disinfected between uses (blood pressure cuff, stethoscope, O <sub>2</sub> sat monitor)			

Infection Prevention and Control Practices			
Criteria	Yes	No	Comments
<b>Routine Practices and Additional Precautions</b>			
Immunizers are protected by wearing appropriate PPE based on point of care risk assessment (PCRA) and <a href="#">Nova Scotia Health Respiratory Virus Safety Plan</a> .			
Gloves and gowns are not routinely worn by immunizers unless deemed necessary based on the PCRA (i.e., potential exposure to blood and body fluids)			
The client's chair is placed so that the client sits with their shoulder facing the immunizer (the client's face is facing away from the immunizer and the supply table)			
Additional PPE is located near the immunization stations (at point of care) for use by immunizer (based on the PCRA)			
Immunizer use Routine Practices (RP), including a PCRA, with all clients			
Clients/staff follow universal masking practices and UPP while in the clinic as per <a href="#">Nova Scotia Health Respiratory Virus Safety Plan</a>			
Client care equipment is dedicated to the individual client or cleaned & disinfected between clients			
There is a designated staff room for nourishment (eating and drinking), with washroom facilities available.			
<b>Hand Hygiene</b>			
ABHR is accessible throughout the clinic for immunizers and clients			
Hand hygiene product is available to clients upon entrance to reception, screening, immunization and at discharge from recovery			
If sinks are available for hand hygiene, liquid soap, paper towel dispensers and no touch garbage bins are located near the sinks			
Clinic staff follow the <a href="#">Four Moments of Hand Hygiene</a>			
Hand hygiene posters are strategically located to remind immunizers and clients to perform hand hygiene			
<b>PPE &amp; Other Supplies/Furnishings</b>			
A process for ongoing assessment of PPE & other supply needs is in place (e.g., ABHR, cleaner/disinfectant wipes)			
Supplies are stored in a secure manner that prevents pilfering & contamination			

Manufacturer recommendations are followed for the storage of vaccines			
All clinic furnishings have surfaces that are wipeable, intact, non-absorptive, non-porous, and crevice free			
Any barriers used to separate client or staff areas are fluid resistant and easy to clean and disinfect			
<b>Environmental Management</b>			
Cleaner/disinfectant wipes are properly stored, readily available, and used for cleaning re-useable equipment			
There is a process for routine cleaning and disinfection of the clinic with defined roles and responsibilities of cleaning staff, including the process for emergency cleaning if required			
Health care approved cleaning/disinfecting agents are used, have a DIN number and a broad spectrum virucidal claim			
Cleaning staff are trained in the proper preparation and application of the cleaning agents			
General waste is managed with Routine Practices (storage in a designated area for pick up)			
Any used linens are managed with Routine Practices (storage in a designated area for pick up)			
<b>Occupational Health</b>			
<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
HCWs actively monitor for symptoms of COVID-19 infection twice daily using the <a href="#">NSH Active Monitoring Tool for Health Care Workers</a>			
HCWs report COVID-19 exposures to Occupational Health, Safety, and Wellness (OHSW) using <a href="#">COVID-19 Status or Reason for Work Absence Form</a>			
HCWs who become ill at work immediately self-isolate and report to manager & OHSW			
HCWs adhere to OHSW policies for staying at home when ill, self-isolation, and return to work following recovery from illness			
<b>Education &amp; Training</b>			
<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
HCWs receive education on Routine Practices, including PCRA, and Additional Precautions			

HCWs received education and training on how to safely put on and remove PPE			
Staff have education and training with respect to aseptic technique in the preparation (reconstitution) and administration of vaccines			