

**IPAC ELEMENTS IN EVS, LAUNDRY AND DIETARY
AUDIT TOOL**

ITEM	Yes	No	N/A	COMMENT(S)
1. Education				
1.1. Regular education (including orientation and continuing education) and support is provided to help staff consistently implement appropriate infection prevention and control (IPAC) practices.				
2. Surfaces, Finishes, Furnishings and Equipment				
2.1. All surfaces, finishes, furnishings and equipment are cleanable, easy to maintain and repair, must be smooth, nonporous and seamless, and compatible with the facility's approved cleaning/disinfectant products (<i>Except in Homes where the furniture is supplied by the resident</i>).				
2.2. There is a documented process to ensure that damaged finishes, furnishings or equipment are identified, repaired, replaced, or removed from the areas, as appropriate.				
2.3. Equipment requiring maintenance/repair is visibly clean and labeled.				
3. Environmental Cleaning				
3.1. Environmental cleaning is performed on a routine and consistent basis to provide a safe and sanitary environment.				
3.2. Written policies and procedures for cleaning and disinfection of patient/client/resident and staff areas are in place and reviewed on an ongoing basis, as appropriate.				
4. Staff Rooms				
4.1. Chairs are spaced 6 feet/2 metres apart in staff room(s).				
4.2. Signs are posted about wiping microwave buttons, fridge handles, tables, chairs, and other high touch points in the room immediately after use.				
4.3. Staff aware that food should not be shared in the breakroom(s), unless individually wrapped.				
4.4. Personal Protective Equipment (PPE) is not stored in staff rooms.				
5. Food and Drink in Work Areas				
5.1. There was no evidence of water bottles in the work area(s).				
5.2. There was no evidence of food in the work area(s).				
5.3. Hydration stations are in place in work area(s).				
6. Cleaning and Disinfectant Products				
6.1. There was no evidence of trigger spray bottles in use in the area(s).				
6.2. Cloths are being saturated with cleaning and/or disinfectant solution to clean surfaces and equipment, per documented organizational policy and procedures. <i>Note: cloths must not be repeatedly</i>				

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<i>immersed into cleaning or disinfectant solution (i.e., no double dipping of cloths).</i>				
6.3. Cleaning and/or disinfectant products are being used, per manufacturer's instructions for dilution, contact times, and all other manufacturer's recommendations.				
6.4. Cleaning and/or disinfectant products are labeled with a drug identification number (DIN) from Health Canada.				
6.5. There was no evidence of expired cleaning and/or disinfectant products being used in the area(s).				
6.6. Appropriate PPE is worn when using cleaning and/or disinfectant products, per requirements on safety data sheets.				
7. Environmental Services Carts				
7.1. There are no personal items on the cleaning carts, such as water bottles, coffee cups, hand lotions, personal cell phones, etc.				
7.2. Carts are stocked at the start of the shift.				
7.3. Only facility approved cleaning and/or disinfectant products are visibly accessible and available.				
7.4. Carts are cleaned and disinfected if visibly soiled and/or at the end of each shift.				
7.5. There are documented schedule/procedures for cleaning the carts.				
7.6. The trash can(s) have a bag in them – no extra trash bags have been placed in the bottom of the can(s) for future use.				
8. Laundry Area(s)				
8.1. Staff are provided appropriate PPE to provide protection from potential cross-infection and sharps injury when handling soiled linen (i.e., Staff are wearing a water resistant, disposable gown when working with dirty laundry; gloves to protect from exposure, etc.).				
8.2. There was a dedicated hand washing sink and alcohol-based hand rub s readily available in all laundry areas.				
8.3. Single use plastic bags are used for dirty laundry. <i>Note: Polyester bags are not liquid permeable and can cause transfer of bacteria, thus they are not recommended for use.</i>				
8.4. There was no evidence of staff eating or drinking in clean or dirty laundry area(s).				
8.5. There was signage posted to say "No Eating or Drinking" in the laundry area(s).				
8.6. There is a documented procedure for washing all personal linens separately from regular dirty laundry within the facility.				
8.7. Linens from isolation spaces are not separated from other dirty laundry, per documented organizational policy and procedures.				

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8.8. There was evidence that each patient/client/resident has their own separate linen bag for personal laundry, bedding and towels.				
9. Dietary				
9.1. There was evidence of appropriate staff hand hygiene practices before touching food and upon leaving the patient's/client's/resident's room.				
9.2. Drinks are poured into a glass prior to leaving the kitchen area, appropriately covered and transported to the patient/client/resident, per documented organizational policy and procedures.				
9.3. Snacks are covered or individually wrapped, and delivered on a clean cart.				
9.4. Food is appropriately covered when delivered to rooms.				
10. Hand Hygiene				
10.1. Environmental services staff and all other staff were performing hand hygiene before entering and on leaving the client/patient/resident area(s). 10.2. Remember the 4 moments of Hand Hygiene. As EVS staff you will rarely if ever use moment #2				
11. Additional Items, if there is a suspect or declared outbreak				
11.1. High touch areas are being cleaned twice daily.				
11.2. A patient's/client's/resident's personal belongings accompany them when transferred to another room during an outbreak situation, per documented organizational policy and procedures.				
11.3. EVS audits are regularly completed during outbreaks, per documented organizational policy and procedures and/or per direction of the local Public Health Unit.				
11.4. Staff are assigned to single work area during outbreak situations, per documented organizational policy and procedures. <i>Note: The only time that staff can worked in multiple areas during an outbreak is at the direction of the local Public Health Unit.</i>				
11.5. Sufficient staffing resources are dedicated to ensure effective cleaning at all times during outbreaks.				
TOTALS				

Audit completed by: _____

Audit completion date: _____

Facility: _____

Unit (if applicable): _____

Infection Prevention & Control Environmental Services Audit Instructions

What you need to know:

- This audit can be done by *any staff member*.
- This audit is a *one time* “snap shot”.
- This audit takes into consideration all types of care in the community, so there may be one or more categories listed in the audit that do not apply to the area you are auditing.
- The audit results are to be used to help determine areas for improvement. The audit results are not used to lay blame.
- Some improvements can be made immediately and can be done by anyone.
- Some changes will take time and require special project planning by the area. This should be noted in the final report.
- <insert any additional details here>

Auditor’s Instructions:

- Complete the audit, documenting exactly what you see at the time of the audit.
- The categories to be audited have been put in sections. If you do not have the items listed in the category in your work area(s), you can cross them out.
- Check off N/A (not applicable) if just one of the items listed in the category is not applicable to the area you are auditing.
- Provide comments if more detail is needed when there is an issue – this provides valuable information regarding what changes need to be made.
- If the item is not included in the audit form, the items can be added to the section marked “other”.
- Total the score when the completed audit is received.
- Sign, date and fill in the location of the area being audited.
- Send audit report to area manager, once audit is reviewed.

Area Manager’s Instructions

- Ensure this report is shared with audited area’s staff.
- Make recommendations in the final report if any improvements are required
- Assess audit reports after one year to determine the frequency of further audits.
- Collaborate with area manager to resolve issues.

Thank you for completing the Infection Prevention & Control Environmental Services Audit.

References

[Provincial Infectious Disease Advisory Committee’s PIDAC Best Practices for Environmental Cleaning for Prevention and Control of Infections](#)