

## Checklist for rounding of inpatient units 6/12/20

### Screening:

Inpatients asked to wear medical mask when outside their rooms	
Visitors given medical mask if they don't have a mask on <ul style="list-style-type: none"> <li>• Masks should be available for the clerk to give out</li> </ul>	
Hand hygiene present at entry to unit	
Visitor/support person: 2 parents/guardian for pediatrics, 1 person for adults	
If patient flagged in EPIC as R/O or COVID-19 infection: <ul style="list-style-type: none"> <li>• caregivers use droplet/contact/eye protection</li> </ul>	
For patients with semi private rooms: develop a plan for scheduling visitors	
Visitors should be instructed to only visit the patient room. They should not go to other locations in the facility.	

### Unit Clerk Desk:

Signage to ensure 6 feet distance in waiting line	
Unit Clerk will wear face shield and face mask	
No clutter	
Frequently touched surfaces are disinfected with hospital approved disinfectant as often as staffing allows. Frequently touched surfaces include counter tops, door handles, chairs...	
Disinfectant spray and disposable cloths are available for surface cleaning	

### Waiting Rooms/Family Lounges

Sign for family lounge visual alert/poster present in strategic places	
Hand hygiene with available alcohol hand rub, tissues, waste receptacle in accessible areas	
Signage posted regarding respiratory hygiene and cough etiquette (on the Loop)	
Seating arranged/or signs placed to ensure 6 feet distance	
No books, no magazines, no toys, no pamphlets, no computer stations	
High touched surfaces are disinfected with hospital approved disinfectant two times a day. Frequently touched surfaces include chairs, couches, counter tops, handles...	
Hospital approved disinfectant spray and disposable cloths are available for surface cleaning by designated staff	
Water fountains labeled to use disposable cups only	
Ice/water stations: sign posted on station prohibiting filling personal bottle/mug and informing to use available disposable cup to drink	
Touchless water filling stations are ok to use with personal bottles	
Computer terminals should be used with assistance from the nursing staff/unit clerk. They should be cleaned before and after use with a hospital approved disinfectant. Signage to communicate process as need.	

**Patient care room:**

No clutter	
Terminal clean per usual unit routine	
Computers in patient rooms should be cleaned with hospital approved disinfectant between HCWs and at terminal clean.	
Single patient rooms as allowed by staffing	
If aerosol generating procedure (AGP), room remains empty 60 min before cleaning	
Signage posted regarding respiratory hygiene and cough etiquette (available on the loop)	
In semi private rooms, curtains should remain closed between beds	

**PPE UIHC staff:**

Face shield and medical mask at all times	
Designate location for face shield cleaning	
Appropriate PPE readily available	
Process and location in place for N95 decontamination	
Process and location in place for face shield storage	

**Workrooms/workstations/RT rooms:**

Where possible, workstations should be designated to a single user and cleaned by the user with hospital approved disinfectant at the beginning and end of shift. <ul style="list-style-type: none"> <li>• Workstations maybe labeled to identify user</li> </ul>	
If used, headset is designated to an individual user and labelled accordingly.	
Hospital approved disinfectant and wipes to clean workstations are present	
Workstations 6 feet apart whenever possible	
No clutter (personal items i.e.- backpacks not stored in public space)	
Ice/water stations: sign posted on station prohibiting filling personal bottle/mug and informing to use available disposable cup to drink	
No food	
Drinks in designated area	

**Breakrooms:**

Maintain social distancing (6 ft) during break times	
If unable to maintain social distancing an alternative location for breaks should be found (i.e.- conference rooms)	
Hospital approved disinfectant and wipes available for staff to clean before/after eating	
Identify a plan for face shield storage during breaks	

**Nutrition Rooms:**

Should be accessible by staff only	
------------------------------------	--