

## Management in Supported Residential Facilities Checklist

Suspected COVID-19		
RESPONSE	ACTION	
<b>Identify symptomatic resident suspected COVID-19</b>	<p>Assess residents for signs and symptoms of COVID-19 and identify any resident who meets the criteria for laboratory testing:</p> <ul style="list-style-type: none"> <li>• Fever OR chills with no alternative illness that explains these symptoms</li> <li>• Acute respiratory infection (e.g. cough, sore throat, runny nose, shortness of breath with or without fever).</li> <li>• Loss of taste and smell.</li> </ul> <p>Residential Care Facilities should adopt a low threshold for initiating COVID-19 testing among residents and staff.</p> <p><i>For the most up to date case definition, refer to the Communicable Diseases Network Australia (CDNA) Series of National Guidelines (SoNG).</i></p>	<input type="checkbox"/>
	<p>Escalate immediately to Supported Residential Facility (SRF) Management to discuss each resident with suspected COVID-19 with a <b>GP and arrange domiciliary / local regional LHN testing for all symptomatic residents</b>. Residents do not need to be transferred to hospital via SAAS for testing, unless they are clinically unstable.</p> <p><i>For testing contact SA Pathology on 8222 3000 for assistance with the collection and urgent testing.</i></p>	<input type="checkbox"/>
	<p>Isolate symptomatic residents to their room, allocate a dedicated bathroom; limit any unnecessary movement from their room. Reinforce social distancing in common areas including designated smoking areas.</p> <p>Place <u>ALL</u> of the following outside affected residents' rooms:</p> <ol style="list-style-type: none"> <li>1. Contact and droplet precaution signs</li> <li>2. Alcohol-based hand rub</li> <li>3. Appropriate personal protective equipment (PPE) including gowns, gloves, fluid resistant surgical masks and goggles/visor</li> <li>4. A hands free lined rubbish bin</li> </ol> <p><i>Refer to CDNA Guidelines for guidance if single rooms are not available.</i></p>	<input type="checkbox"/>
	<p>Staff to use appropriate PPE until resident is confirmed negative; if confirmed positive refer to the below Positive Checklist.</p>	<input type="checkbox"/>

Confirmed Positive COVID-19		
RESPONSE	ACTION	
<b>Confirmed COVID-19 positive resident</b>	<p>Site manager activates outbreak management plan, follows checklist.</p>	<input type="checkbox"/>
	<p>Isolate all residents with COVID-like illness to their rooms; limit any unnecessary movement from their room. Maintain social distancing between an unwell person and others in the facility. Restrict access to the facility.</p> <p><i>Isolated residents leaving their room must wear a surgical mask.</i></p>	<input type="checkbox"/>
	<p>Commence contact and droplet precautions around the case (i.e. gown, gloves, fluid resistant surgical mask and goggles/visor); all other staff to wear surgical masks while onsite.</p>	<input type="checkbox"/>
	<p>Assign specific staff to care for residents in isolation and restrict the movement of staff between residential units or other supported residential facilities.</p>	<input type="checkbox"/>

## Confirmed Positive COVID-19

RESPONSE	ACTION	
	Reinforce that staff, volunteers and visitors with a COVID-like illness must stay away from the facility and seek COVID-19 testing prior to returning to the facility.	<input type="checkbox"/>
	Notify internal Outbreak Coordinator and the management team.	<input type="checkbox"/>
	Collect relevant resident/staff information in preparation for telephone interviews with Communicable Disease Control Branch (CDCB).	<input type="checkbox"/>
	Identify COVID positive residents unable to safely isolate in hospital; communicate this to CDCB.	<input type="checkbox"/>
	<p>Contact SAAS to arrange transfer of resident(s) with laboratory confirmed COVID-19 to the Royal Adelaide Hospital (RAH). Following confirmation of multiple positive cases, assume all residents who develop COVID-like illness are positive and arrange for them to be transferred to the Royal Adelaide Hospital for further management. Advise the next-of-kin of the transfer.</p> <p><i>All residents being transferred to hospital must wear a surgical mask when leaving their room and during transportation to hospital. All staff involved in the transfer must wear appropriate PPE.</i></p>	<input type="checkbox"/>
<b>Notify Government Departments and Health Care Professionals</b>	<p>Notify the Communicable Disease Control Branch (CDCB) on 1300 232 272 immediately. Ensure you identify yourself as calling from a high risk residential setting and request to talk to a CDCB doctor. Provide CDCB with the name and contact telephone number of the SRF Outbreak Coordinator.</p> <p><i>CDCB will notify the SCC-Health Outbreak Coordination Team.</i></p>	<input type="checkbox"/>
	Notify the resident's mental health case worker/social worker, to assist with consideration/inclusion of any positive behaviour support plans. If possible, include these plans with any transfer documents.	<input type="checkbox"/>
	Contact RAH ED COVID-19 Consultant on 0401 718 961 to advise of imminent SAAS transfer of COVID-19 positive resident (and other unwell residents if applicable).	<input type="checkbox"/>
	Contact SA Pathology on 8222 3000 or ClinPath on 1800 570 573 (dedicated ACF hotline) for assistance with the collection and urgent COVID-19 testing for other relevant residents and staff.	<input type="checkbox"/>
	Notify the NDIA of any <u>confirmed</u> cases of COVID-19 via <a href="mailto:covid19notifications@ndiscommission.gov.au">covid19notifications@ndiscommission.gov.au</a>	<input type="checkbox"/>
	Notify GPs and any other visiting health professionals or ancillary workers of the COVID-19 positive case – refer to <a href="#">CDNA National Guidelines for Prevention, Control and Public Health Management of COVID-19 outbreaks in Residential Care Facilities in Australia</a> for draft notification letter for GPs.	<input type="checkbox"/>
<b>Implement additional infection control measures</b>	<p>Activate PPE plan and review stock levels of PPE and hand sanitiser.</p> <p>Reinforce standard precautions (hand hygiene, cough etiquette and social distancing in communal areas) throughout the facility. Reinforce contact and droplet precautions, including donning and doffing of PPE for affected residents.</p>	<input type="checkbox"/>
	Display outbreak signage at entrances to the facility.	<input type="checkbox"/>
	Implement clinical review of residents and staff twice daily and maintain the line list (illness register) provided by CDCB. Send an updated line list to CDCB daily at <a href="mailto:HealthDSIU@sa.gov.au">HealthDSIU@sa.gov.au</a> .	<input type="checkbox"/>
	Increase the frequency and intensity of environmental cleaning and waste disposal.	<input type="checkbox"/>
<b>Notify Residents and Families</b>	Inform residents, substitute decision-makers, public guardian, persons responsible/family, the SRF licensing authority and all staff (clinical and non-clinical) of COVID-19 positive case(s).	<input type="checkbox"/>
	If required, provide residents, family or representatives with contact details for the relevant Advocacy Service.	<input type="checkbox"/>

## Confirmed Positive COVID-19

RESPONSE	ACTION	
<b>Restrict</b> <i>The Health Response Rapid Response Team (HRRT) will be onsite to assist in the management of access to the facility</i>	Avoid non-essential resident transfers.  <i>Essential transfers include:</i> <ul style="list-style-type: none"> <li>• emergency department attendances</li> <li>• for all routine public or private specialist outpatient reviews – contact specialist or outpatient departments to determine potential for telehealth review.</li> </ul> <i>The facility will be closed and entrance restricted until a risk assessment has been performed by Health Rapid Response Team (HRRT). Cancel all non-essential visits and group activities, and restrict all non-essential visitors to the site</i>	<input type="checkbox"/>
	Visits for compassionate reasons will be considered on a case-by-case basis by the RCF and HRRT.	<input type="checkbox"/>
<b>Monitor</b> <i>The HRRT will be onsite providing clinical and infection control support throughout the period of an outbreak.</i>	Continue to monitor outbreak progress through increased observation of residents and staff for fever and/or acute respiratory illness.  <i>This will be supported by the HRRT</i>	<input type="checkbox"/>
	Monitor levels and ensure timely ordering of essential supplies, including: <ul style="list-style-type: none"> <li>• PPE – if PPE stocks low and / or supply chains are compromised, email <a href="mailto:agedcareCOVIDPPE@health.gov.au">agedcareCOVIDPPE@health.gov.au</a> and notify the HRRT if supply is critically low</li> <li>• Alcohol-based hand rub, paper towels and cleaning materials</li> <li>• Resident medication, particularly antibiotics and end of life medication</li> <li>• Supplies to ensure daily care needs are met (e.g. food, continence aids, etc.)</li> </ul>	<input type="checkbox"/>
	Monitor staff sick levels and institute workforce management plan to ensure timely activation of surge workforce if required. Identify critical shortages in staffing and inform the HRRT.	<input type="checkbox"/>
	Monitor ability to maintain business continuity – review business continuity plan	<input type="checkbox"/>
<b>End outbreak</b>	HRRT will declare the outbreak closed and SRFs can return to business as usual.	<input type="checkbox"/>
	Send final detailed line list (illness register) to CDCB at <a href="mailto:HealthDSIU@sa.gov.au">HealthDSIU@sa.gov.au</a> .	<input type="checkbox"/>
	Review and evaluate outbreak management.	<input type="checkbox"/>

### For more information

**Office for Ageing Well**  
**Department for Health and Wellbeing**  
**SA Health, Government of South Australia**  
[www.sahealth.sa.gov.au/COVID2019](http://www.sahealth.sa.gov.au/COVID2019)

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