

AAAASF Desk Review

In light of the need to postpone routine reaccreditation survey activities, AAAASF is implementing a desk review process to maintain contact with facilities that were due for resurvey during the current public health emergency. The desk review focuses on activities that are vital to keep your staff, patients, and communities safe during the pandemic. It is consistent with our regulatory partners' emphasis on infection control and emergency protocols, and includes:

- 1) a required self-assessment to be completed by the facility;
- 2) a focused policy review as it relates to the current COVID-19 emergency; and
- 3) support for any questions or concerns facilities may have during this unprecedented time.

While this activity is required for all facilities due for renewal that are currently operating, it does not replace the onsite survey that will be required once we resume normal operations. Your accreditation will not expire during the public health emergency and the facility will continue to be accredited until after your routine survey has taken place and an accreditation decision has been made.

If you are not currently operating due to the COVID-19 pandemic, please simply respond to this communication indicating that you are closed for the duration of the emergency, and please also let us know prior to reopening.

Please complete the enclosed self-assessment on infection control and emergency preparedness. Once completed, please save and return the self-assessment file to your AAAASF Accreditation Specialist, along with the following documentation that supports the responses to the self-assessment:

Infection Control Policies

- Policies related to Hand Hygiene, highlighting any revisions made related to COVID-19
- Policies related to Personal Protective Equipment (PPE) and its use, highlighting any revisions made related to COVID-19
- Policies related to Infection Transmission-Based Precautions, highlighting any revisions made related to COVID-19
- Policies related to postponement of non-urgent/emergent appointments and surgeries/procedures
- Policies related to any screenings conducted for staff, patients, visitors, staff return to work after exposure quarantine
- Policies related to any restrictions of visitors

Emergency Preparedness Plan

- Policies related to activation of the Emergency Preparedness Plan
- Policies and protocols for reporting suspected and confirmed COVID-19 cases to appropriate health entities
- Emergency contacts for testing and reporting suspected and confirmed COVID-19 cases

Education Logs & Audit Tools

- Evidence of staff education for all relevant areas outlined in the enclosed assessment tool
- All surveillance tools used to ensure compliance with infection control practices

Completing the Self-Assessment Tool

For each item on the tool, please select "yes" or "no" from the drop-down list in column "C" on the attached Excel spreadsheet. Please provide any additional information related to your answer in column "D". Column "D" can also be used to identify any areas in which you have concerns or questions for the AAAASF reviewer. When saving the completed file for submission, please include your AAAASF Facility ID in the file name.

Topic Area	Description
Standard & Infection Control Precautions	
Hand Hygiene	Does your facility implement policies and procedures for hand hygiene and the preferred use of alcohol-based hand sanitizer? (CDC Info Hand Hygiene & additional CDC Info on Hand Hygiene)
Use of PPE	Have staff been trained in the appropriate use of PPE, including proper donning and removal specifically related to the current COVID situation? (CDC Info on PPE & additional CDC Info on PPE)
Cleaning & Disinfecting	Has your facility implemented environmental infection control measures such as routine cleaning & disinfection procedures ensuring that products used are appropriate for SARS-CoV-2 in healthcare settings, ensuring staff don appropriate PPE during cleaning activities, receiving supplies/shipments, etc.? (CDC Guidelines on Cleaning & Disinfecting & CDC Infection Prevention FAQs for COVID-19)
Surveillance	Has your facility implemented audits to ensure staff are complying with policies and procedures surrounding infection control, including use of PPE and adherence to hand hygiene requirements?
Patient Care	
Non-Urgent Appointments Postponed	Has your facility revised/implemented policies to delay elective ambulatory visits or increase the use of telehealth? (CDC Guidelines)
Elective Procedures/Surgeries Postponed	Has your facility revised/implemented policies to delay elective procedure or surgeries? (CDC Guidelines)
Screenings	Has your facility revised and implemented screening protocols for patients prior to entering facility? (e.g., screenings, triage, PPE, segregating in waiting areas, etc.) (CDC Guidelines & CDC Guidelines to Monitor & Manage Ill & Exposed Staff)
Visitor Entry	
Screenings	Has your facility revised and implemented screening protocols for individuals accompanying patients? (CDC Guidelines for Managing Visitor Access)
Restrictions	Has your facility implemented restrictions on visitors? (e.g., restrictions on number of visitors allowed to accompany patient, required PPE, etc.) (CDC Guidelines)
Staff	
Education on CDC Guidance for COVID-19	Has your facility provided staff training on the CDC guidance related to COVID-19?
Monitoring of Staff	Has your facility revised or implemented any audits / observations to monitor staff for adherence to required infection control plan / policies related to the current emergency?
Screening of Staff for Symptoms	Has your facility implemented any screening protocols to address possible COVID infection in staff?
Reporting	
Aware of Testing & Testing Sites	Does your facility maintain a list of and have access to local COVID-19 testing sites?
Aware of How to Report Positive Cases	Is your facility aware of the reporting process for suspected COVID-19 persons and has this information been disseminated to staff?
Aware of Requirements if Infection suspected in Patient/Visitor/Staff	Has your facility revised or implemented processes to address actions to take if it encounters persons where COVID-19 infections are suspected and has this information been disseminated to staff?
Has the Facility Encountered Positive Cases?	If your facility has encountered patients who have tested positive for COVID-19, please indicate the number of patients in the "comment" column.
Have Positive Cases been appropriately reported?	Applicable only if your facility has encountered patients that have tested positive for COVID-19.