AAAASF COVID-19 Surveyor Worksheet Instructions

In light of the continuing public health emergency of COVID-19, AAAASF is implementing a focused COVID-19 Surveyor Worksheet to assess activities that are vital to keep facility staff, patients, and communities safe during the pandemic. This worksheet is in keeping with our regulatory partners' emphasis on infection control and emergency protocols and includes a required focused policy & procedure review as it relates to the current COVID-19 emergency. This tool also addresses concerns that have been raised by surveyors in the field after conducting surveys during the pandemic. This new focus is required for all surveys as part of the onsite survey across all programs.

Surveyors must verify the following by means of policy review, staff/leadership interview, and staff observance for compliance:

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
- 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 COVID-19 Surveyor Worksheet:
Similar to the AAAASF Surveyor Handbooks, the COVID-19 Surveyor Worksheets are AAAASF program-specific and reference the specific citable standards based on program type.

For each item on the tool, surveyors must select "yes" or "no" from the options located in the 4th column titled "Compliant" on the attached Word document. Please note that "N/A" is not an option as these requirements apply across all programs. For each item on this tool that you select "no" as the response, you must make a citation in the Surveyor Handbook for the applicable standard. Please provide any additional information related to your answer in the 5th column titled "Surveyor Comments/Notes". The "Surveyor Comments/Notes" column can also be used to identify any areas in which you have concerns or questions for the AAAASF staff to review. Please note that some items are mapped to more than one AAAASF standard. If non-compliance is observed, surveyors should select the most appropriate standard(s) to cite, based on individual scenarios/observations encountered during the survey process.

After completion of the COVID-19 Surveyor Worksheet and the survey, surveyors must document any deficiencies in detail including who, what, where, when, and how to the appropriate standards listed on the worksheet, mark the corresponding deficiency in the Surveyor Handbook, and write an appropriate SOD including the detailed findings.

The Covid-19 Surveyor Worksheet must be returned to AAAASF along with the Surveyor Handbook for review.

RESOURCES

Standard & Infection Control Precautions:

- **Hand Hygiene:**
  CDC Info Hand Hygiene : Hand Hygiene Recommendations
  Guidance for Healthcare Providers about Hand Hygiene and COVID-19 - Updated May 17, 2020
  CDC Info on Hand Hygiene : Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic- Updated Dec. 14, 2020

- **Use of PPE:**
  CDC Info on PPE : Using Personal Protective Equipment (PPE)-Updated Aug. 19, 2020
  Summary for Healthcare Facilities: Strategies for Optimizing the Supply of PPE during Shortages | CDC : Summary for Healthcare Facilities: Strategies for Optimizing the Supply of PPE during Shortages - Updated Dec. 29, 2020

- **Staff Training:**
  Infection Control: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) | CDC: Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic -Updated Dec. 14, 2020: Personal Protective Equipment Training

- **Cleaning & Disinfecting:**
  CDC Guidelines on Cleaning & Disinfecting :   Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic - Updated Dec. 14, 2020 : Environmental Infection Control
  CDC Infection Prevention FAQs for COVID-19 : Clinical Questions about COVID-19: Questions and Answers: Cleaning and Disinfection of Environmental Surfaces - Updated Jan. 7, 2021

Patient Care:

- **Non-Urgent Appointments & Elective Procedures/Surgeries Recommendations:**
- Non-COVID-19 Care Framework | CDC : Framework for Healthcare Systems Providing Non-COVID-19 Clinical Care During the COVID-19 Pandemic -Updated June 30, 2020
- **Telehealth:**
  Infection Control: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) | CDC : Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic -Updated Dec. 14, 2020 : Implement Telehealth and Nurse-Directed Triage Protocols

Screenings & Exposure:

- Infection Control: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) | CDC: Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic -Updated Dec. 14, 2020: Screen and Triage Everyone Entering a Healthcare Facility for Signs and Symptoms of COVID-19
- Aerosol Generating Procedures:
  Infection Control: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) | CDC: Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic -Updated Dec. 14, 2020: Aerosol Generating Procedures (AGPs)

Visitor Entry:

- Visitor Screening & Restriction Recommendations:
  Infection Control: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) | CDC: Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic -Updated Dec. 14, 2020: Manage Visitor Access and Movement Within the Facility