

Implementation Checklist

The following checklist will support IP&C and Facility teams with the crucial process of implementing ward decant deep cleans. It is broken down into a strategic and operational checklist.

If the Executive Team at your Trust or Health Board have agreed to a programme of cleans – the strategic checklist can be skipped.

ACTION	RESPONSIBILITY	COMPLETED
<p>Meet with Facilities colleagues to develop a case/proposal for a programme of deep cleans.</p> <p>Establish which decontamination method will be utilised – HPV or UV-C.</p>	<p>Infection Prevention & Control (IP&C) Facilities Health and Safety personnel</p>	<input type="checkbox"/>
<p>Agree which ward will be used as a decant ward and establish if any work is needed to open it safely for patients and staff.</p>	<p>IP&C Facilities Health and Safety personnel</p>	<input type="checkbox"/>
<p>Establish whether near patient equipment and other essential items such as drip stands, defibrillators and computers and notes trollies are available to equip the decant ward.</p>	<p>Facilities Health and Safety personnel</p>	<input type="checkbox"/>
<p>Agree the number of wards to be targeted and timescale (IP&C risk assessment based on surveillance data).</p>	<p>IP&C Facilities</p>	<input type="checkbox"/>
<p>Agree model & cost of implementation:</p> <ul style="list-style-type: none"> ▪ Full in-house ▪ Full service from Inivos ▪ Hybrid – in-house cleaning - Inivos 	<p>IP&C Facilities</p>	<input type="checkbox"/>
<p>Agree model of physical clean – either:</p> <ul style="list-style-type: none"> ▪ Steam (best choice if clean is undertaken on an empty ward). ▪ Chlorine product with added detergent. ▪ Detergent alone. <p>Agree timescale for each ward– a two-week turnaround is a reasonable model allowing essential maintenance in the first week and cleaning HPV/UV-C in the second.</p>	<p>IP&C Facilities Health and Safety personnel</p>	<input type="checkbox"/>

ACTION	RESPONSIBILITY	COMPLETED
<p>Compile a business case outlining a proposal to implement a programme of ward decant deep cleans. Include:</p> <ul style="list-style-type: none"> Costs for patient equipment if none is available in the Trust/HB. A Gant chart with clear timescales. 	<p>Joint proposal: IP&C Team Facilities Team Operational Team Health and Safety personnel</p>	<input type="checkbox"/>
<p>Business case/proposal to include an escalation protocol to ensure beds remain protected. Protocol will include detail on how the clean will be recommended if the beds are breached.</p>	<p>IP&C Operational Team</p>	<input type="checkbox"/>
<p>If business case/proposal is successful, communicate plan to senior divisional individuals. Offer to meet to address any concerns.</p>	<p>IP&C Facilities Health and Safety personnel Senior divisional personnel (including medics)</p>	<input type="checkbox"/>
<p>Agree a process to ensure fire alarms are safely managed during steaming/HPV periods.</p>	<p>Facilities (Works & Estates) Health and Safety personnel</p>	<input type="checkbox"/>

Operational Checklist

Please note the H&S list is not exhaustive. A full risk assessment must be completed.

ACTION	RESPONSIBILITY	COMPLETED
<p>Commission empty decant ward ensuring the ward is safe to reopen. Some H&S considerations to include:</p> <ul style="list-style-type: none"> Safe water supply (may require testing for Legionella and other water related pathogens). Functioning oxygen and suction. Functioning macerators. Any other H&S issues such as compromised flooring etc. Functioning IT equipment. 	<p>IP&C Facilities (Works & Estates) Health and Safety personnel IT personnel</p>	<input type="checkbox"/>
<p>Equip decant ward with relevant equipment.</p> <p>Walk ward with Matron & Ward Sister to establish all appropriate equipment is in place. This will need to be undertaken for each ward undergoing a clean.</p>	<p>Matron & Ward Sister IP&C Facilities (Hotel Services)</p>	<input type="checkbox"/>

ACTION	RESPONSIBILITY	COMPLETED
<p>Deep clean and HPV/UV-C decant ward.</p> <p>Ensure Fire alarms are isolated using agreed process.</p>	<p>Domestic Services Inivos Team (depending on level of service agreed) Estates</p>	<input type="checkbox"/>
<p>Meet with Matron & Ward Sister to ensure adequate numbers of staff are on duty on day of move to decant ward.</p>	<p>IP&C Matron Ward Sister</p>	<input type="checkbox"/>
<p>Safely move patients on agreed day, taking special care of belongings.</p> <p>Leave vast majority of equipment on ward so that it can be effectively cleaned and decontaminated.</p> <p>If there is a need to transfer any equipment to decant ward create a plan to clean & decontaminate before it returns to the newly cleaned ward.</p>	<p>Nursing Staff Facilities (Porters)</p>	<input type="checkbox"/>
<p>Week one:</p> <p>Initiate essential maintenance & painting on newly emptied ward.</p> <p>Communicate progress to Matron and Ward Sister.</p>	<p>Facilities (Works & Estates) Matron Ward Sister</p>	<input type="checkbox"/>
<p>Week two:</p> <p>Initiate deep clean and HPV or UV-C process.</p> <p>Condemn any equipment which is no longer fit for purpose.</p> <p>Ensure Fire alarms are isolated using agreed process.</p> <p>Communicate progress to Matron and Ward Sister.</p>	<p>Facilities (Hotel Services) Matron Ward Sister</p>	<input type="checkbox"/>
<p>When complete:</p> <p>Return patients to newly cleaned ward and restart process for the next planned deep clean.</p>	<p>Nursing Staff Facilities (Porters)</p>	<input type="checkbox"/>