

Appendix 4: HCID preparedness checklist

1. Identification of potential cases				
		Y/N	Sign	Date
1.1	Strategies are in place to detect travel-related infections (for example, ED at Triage)	☐ Y ☐ N		
1.2	Process in place to exclude travel related infections which are not deemed HCID (refer to HPSC website for pathogen-specific information. Also refer to Box 2 for country-specific risks for HCIDs.	☐ Y ☐ N		
1.3	Contact numbers for ID consultant, clinical microbiology and Public Health (including OOH arrangements). Ensure these are readily available.	☐ Y ☐ N		
1.4	Have process to collate a line listing for the identification and management of potential contacts.	☐ Y ☐ N		
1.5	Identify an isolation area in assessment areas (for the ED) with transmission-based precautions door signage, (Single room with ensuite preferably with negative pressure ventilation (where available). Isolation room should ideally have an anteroom for putting on and taking off PPE . If an anteroom is not available, identify a clearly marked donning and doffing zones outside the room.	☐ Y ☐ N		
1.6	Local escalation plans available with contact numbers if a suspected HCID patient presents to the healthcare facility	☐ Y ☐ N		
1.7	Escalation plan includes an OOH process, environmental cleaning, occupational exposure management processes and local work health safety considerations.	☐ Y ☐ N		
2. Personal protective equipment (PPE)				
2.1	HCID PPE kits for HCID are available in the emergency department and checked regularly as per local policy.	☐ Y ☐ N		
2.2	Training for H&CWs: Prioritise for example, Emergency department training on PCRA, PPE in the first instance. A documented competency assessment for the use of PPE for HCID for emergency department and ICU staff or other areas where HCIDs would be managed (as per local circumstances)	☐ Y ☐ N		
2.3	Identify suitable areas for putting on PPE (donning) and removing PPE (doffing)	☐ Y ☐ N		
2.4	Trained observers for putting on and removing PPE (donning and doffing) checklists and posters-ensure these are readily available.	☐ Y ☐ N		
2.5	Consider conducting training and simulation exercises for managing HCID patients as part of major emergency planning. Document these have occurred.	☐ Y ☐ N		
2.6	Dedicated patient-use equipment is identified (preferably disposable); if not, identify items that can be cleaned and disinfected.	☐ Y ☐ N		