

COVID-19: CHECKLIST FOR SHARED ACCOMMODATION FACILITIES

EHO:	TLA:	DATE:
Name of facility:		
Type of facility:		
Address:		
Phone number:		
Email address:		
Contact person to lead communications with the RPH and TA's:		

Backpacker/hostel accommodation providers may continue to operate under very strict protocols and management of access conditions, e.g. contact to be maintained only with people staying in the same room; common social and recreation areas to be closed; split shift access to common areas.

This is relevant while we are at level 4 lock down, and is subject to change

Campgrounds may continue to operate under very strict protocols and management of access, e.g. contact to be maintained only with people staying in the same abode/room; common social and recreation areas to be closed; split shift access to common areas.

Information to be collected on first contact

LAYOUT OF FACILITY
<p>Ascertain layout of facility e.g. configuration of wings and communal facilities</p>

CLEANING AND DISINFECTION	
What product is being used for cleaning? (We recommend, clean surfaces using liquid soap and water)	
What product is being used for disinfection? (We recommend, Hypochlorite containing product. ¼ cup of household bleach diluted with 10 litres of water. Fresh solution should be made up daily)	
How often is cleaning carried out? (Ideally twice daily)	

TYPE OF ACCOMMODATION IN THE COMPLEX?		
Rooms	How many	Describe the cleaning and disinfection procedures?
Individual room		
Family units <i>Please describe</i>		
Dorm rooms (how many in each room?)		
Self-contained (fully or partial) <i>Please describe</i>		
Are there any essential workers living in your facility?		
Are there any children under 5 living in your facility?		
Are there any over 70 year olds living in your facility?		

Who cleans the rooms? Staff or guests?

Are cleaning products provided or guests have their own?

COMMUNAL AREAS/SHARED AMENITIES

(Common social and recreation areas:

TO BE CLOSED OFF

Common areas/shared amenities – e.g. dining, games room, etc.

How many?

How often are they cleaned and disinfected?

Who is responsible for the cleaning?

Kitchens:

Are dishes, drinking glasses and utensil, etc. shared?

How are they cleaned between each use?

(Recommend dishwasher or hot wash and air dry)

Toilets:

Total number

Is the use restricted/ designated in any way e.g. only residents of one floor?

<p>Showers:</p> <p>Total number</p> <p>Is the use restricted/ designated in any way e.g. only residents of one floor?</p>	
LAUNDRY	
Are there laundry facilities?	
Do guests do own laundry?	
Are there allocated times for laundry?	
How is the laundry being dried?	
Is appropriate PPE worn if handling soiled items?	

HAND HYGIENE	
<p>Is there hand sanitiser kept in common areas?</p> <p>If yes, where are these located?, (provided at the reception, each corridor, to use on arrival and leaving the facility)</p>	
<p>What hand washing facilities are provided? (Ideally want liquid soap, single use towels/air dryers at each hand wash basin and sinks)</p> <p>Do they have any poster reinforcing good hand washing practice? (can email out posters, if required)</p>	

COMMUNICATION TO GUESTS

<p>Do you have written information to guests explaining the level 4 Covid-19 procedures that will apply to the facility (i.e. number of people allowed in the shared amenities at one time. Keeping in mind the 2metre physical distancing rule)?</p>	
<p>Do you have communication strategies to ensure individuals are kept informed daily about relevant aspects of their health and welfare?</p>	

WELFARE

<p>Are they able to direct and support individuals to recognise Covid-19 symptoms and report them as appropriate (those that have developed symptoms should phone the Healthline)?</p>	
<p>Do they have a self-isolation plan for people displaying COVID-19 symptoms (i.e. Consider how you can manage a person unwell with COVID-19 symptoms in the short term. E.g.: designated toilet, additional cleaning, delivery of food to the room)?</p>	

For welfare related issues follow the link:
<https://covid19.govt.nz/assets/resources/Welfare-AOG-Factsheet-24-March-2020.pdf>

NOTES

Any other issues that have arisen?