

Checklist of Measures Against Novel Coronavirus Infection in Hospitals and Facilities (Japanese Society for Infection Prevention and Control)

July 2020

Measures to take in the event of an epidemic		Small and medium-sized hospitals/long-term care facilities/nursing facilities for the elderly	Check at own facility	Check by the support
Organization engaged in infection control	Establishment of an infection control committee within hospitals/facilities	Clarification of reporting/instruction system under the command of the hospital director (director of the facility)	<input type="checkbox"/>	<input type="checkbox"/>
	Organizing an infection control team	Appointment of doctors, nurses, and staff in charge of infection control	<input type="checkbox"/>	<input type="checkbox"/>
	Cooperation with public health centers and other administrative agencies	Confirmation of the contact points of administrative agencies such as public health centers, confirmation of the persons in charge, and confirmation of the reception counter for tests, including PCR for patients (users) and employees with symptoms	<input type="checkbox"/>	<input type="checkbox"/>
	Cooperation between with neighboring medical institutions to provide medical services	Securing medical institutions that can provide support, preparation of a list	<input type="checkbox"/>	<input type="checkbox"/>
	Collection and updating of information, such as the family emergency contact information for patients	Collection and updating of contact information at the time of hospitalization/admission	<input type="checkbox"/>	<input type="checkbox"/>
	Setting up a counter engaged in responding to inquiries from outside facilities	Establishing contact personnel for families, the government, and mass media, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Personnel management	Check of the symptoms of employees	Daily health check and measurement of body temperature of employees	<input type="checkbox"/>	<input type="checkbox"/>
	Education for employees	Training sessions for measures against infection, including hand hygiene, standard precautions, and preventive measures by infection route	<input type="checkbox"/>	<input type="checkbox"/>
	Work restrictions and reporting of symptomatic persons (including employees and external contractors)	Presence or absence of fever, nasal congestion, nasal discharge, cough, pharyngeal pain, headache, feeling of dyspnea, malaise, taste/smell disorder, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Visits of symptomatic persons to medical institutions and diagnoses	Recommendation of an early visit to a medical institution and undergoing tests such as PCR	<input type="checkbox"/>	<input type="checkbox"/>
	Timing of return to work	After a 48-hour recuperation at home following the disappearance of symptoms	<input type="checkbox"/>	<input type="checkbox"/>
	Holding conferences, workshops, etc.	Consideration of holding online meetings, cancelling or postponing conferences, and avoidance of closed spaces, crowded places, and close-contact settings in view of limitations on the number of people and places	<input type="checkbox"/>	<input type="checkbox"/>
	Proper use of masks and personal protective equipment (PPE)	Procedure for the regular wearing of masks, wearing of personal protective equipment as needed, and attachment/detachment procedures	<input type="checkbox"/>	<input type="checkbox"/>
	White coat and uniform	Daily replacement and washing	<input type="checkbox"/>	<input type="checkbox"/>
	Workplace environment	Paying attention to ventilation, disinfection of frequently touched items, and arrangement in consideration of human flow lines	<input type="checkbox"/>	<input type="checkbox"/>
	Environment of the lounge and locker room	Avoid sitting face to face, use articles individually, and perform ventilation during each break	<input type="checkbox"/>	<input type="checkbox"/>
	On-call rooms/nap rooms	Replacement of used bed sheets, disinfection of frequently touched items	<input type="checkbox"/>	<input type="checkbox"/>
	Voluntary restraint from participation in scenes with closed spaces, crowded places, and close-contact settings	Voluntary restraint from participation in scenes with the 3 C's at the workplace and other locations	<input type="checkbox"/>	<input type="checkbox"/>
Preparation for responses to sudden absences from work	Securing agents/assignment of duties	<input type="checkbox"/>	<input type="checkbox"/>	
Management of patients (users)	Check of symptoms of patients (users)	Observe and understand the health conditions of patients (users) and identify symptomatic patients	<input type="checkbox"/>	<input type="checkbox"/>
	Education of patients (users)	Education on hand hygiene and wearing of masks	<input type="checkbox"/>	<input type="checkbox"/>
	Check health conditions every day, and accommodate symptomatic persons in private rooms and provide care	Presence or absence of fever, nasal congestion, nasal discharge, cough, pharyngeal pain, headache, feeling of dyspnea, malaise, taste/smell disorder, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct syndromic surveillance	Aggregate symptoms checked daily for each ward	<input type="checkbox"/>	<input type="checkbox"/>
	Use of shared space by patients (users)	Securing physical distance in day rooms and cafeterias	<input type="checkbox"/>	<input type="checkbox"/>
	Regular wearing of masks	Regular wearing of masks, if possible	<input type="checkbox"/>	<input type="checkbox"/>

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	Disinfection of shared areas	Periodic disinfection of frequently touched items (e.g., door knobs, bed rails, handrails, elevator buttons, switches, tables, personal computers, telephones, and instruments used by many patients)	<input type="checkbox"/>	<input type="checkbox"/>
Measures to prevent infection	Actions to take in the event of an infection at the facility	Flow chart creation, staffing, preparation and training for containment areas for patients suspected of being infected with the virus and patients with positive test results (e.g. wearing/taking off of PPE, line of flow)	<input type="checkbox"/>	<input type="checkbox"/>
	Securing physical distance	Arrangement to secure physical distance between employees	<input type="checkbox"/>	<input type="checkbox"/>
	Regular ventilation	Opening doors, use of circulator fans to exhaust room air through windows	<input type="checkbox"/>	<input type="checkbox"/>
	Splash prevention	Regular use of masks by employees, use of partitions and vinyl curtains, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Placement of alcohol hand sanitizer, instructions for hand-washing	Placement of alcohol hand sanitizer at the entrance of the hospital (facility), and indication of the timing for hand hygiene	<input type="checkbox"/>	<input type="checkbox"/>
	Visitation	Health condition checks of persons visiting patients, wearing of masks, limiting visitation hours to a short period, and setting restrictions on visits, as necessary	<input type="checkbox"/>	<input type="checkbox"/>
	Records of persons visiting patients/persons visiting facilities	Recording the name and contact information of persons visiting patients/the hospital, and the date and time of visits	<input type="checkbox"/>	<input type="checkbox"/>
	Securing supplies	Securing personal protective equipment, quick-drying hand sanitizer, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Suspension of acceptance of short-term users	Suspension of short-term use and day service	<input type="checkbox"/>	<input type="checkbox"/>

At the time of detection of a person suspected of being infected with the virus	The following measures, in addition to measures in the event of an epidemic		Check at own facility	Check by the support team
Management of patients (users)	Survey of persons suspected of being infected with the virus	Understanding the clinical course and behavioral history	<input type="checkbox"/>	<input type="checkbox"/>
	Survey of symptomatic patients	Check of the symptoms of other patients (users), employees in charge in the same ward (care unit)	<input type="checkbox"/>	<input type="checkbox"/>
	Survey of contacts	Preparation of a list of contacts and health observation of contact persons	<input type="checkbox"/>	<input type="checkbox"/>
Measures to prevent infection	Quarantine of symptomatic persons	Quarantine of patients (users) in private rooms	<input type="checkbox"/>	<input type="checkbox"/>
	Quarantine of symptomatic persons	Create an area to accommodate suspected patients and move them to the area	<input type="checkbox"/>	<input type="checkbox"/>
	Prevention of the spread of the infection	Closure and quarantine of wards (care units)	<input type="checkbox"/>	<input type="checkbox"/>
	Employees who are responsible for symptomatic persons	Limit personnel in charge, wear personal protective equipment, and provide care	<input type="checkbox"/>	<input type="checkbox"/>
	Communication with public health centers and provision of information	Provision of information on users suspected of being infected with the virus to public health centers, consultation about medical examinations	<input type="checkbox"/>	<input type="checkbox"/>
	Continuation of tasks	Consultation with public health centers about the continuation of tasks	<input type="checkbox"/>	<input type="checkbox"/>

Actions to take in the event of an infection	The following measures, in addition to measures in the event of detection of a person suspected of being infected with the virus		Check at own facility	Check by the support team
Organization engaged in infection control	Launch of a novel coronavirus infection headquarters	Launch a headquarters with the director of the facility as head, and convene a conference	<input type="checkbox"/>	<input type="checkbox"/>
	Building a system of cooperation with public health centers	Report to the persons in charge at the counters in public health centers and administrative agencies	<input type="checkbox"/>	<input type="checkbox"/>
	Report infected persons to public health centers and cooperate on epidemiological investigations	Report on infected persons and the extent of the suspected infection (e.g., wards, duration), cooperation with epidemiological investigations of infected persons	<input type="checkbox"/>	<input type="checkbox"/>
	Dissemination and sharing of information	Accurate understanding and appropriate dissemination of information, information sharing among employees	<input type="checkbox"/>	<input type="checkbox"/>

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	Establishment of an inquiry counter	Early establishment of a counter engaged in responding to inquiries from outside facilities	<input type="checkbox"/>	<input type="checkbox"/>
	Assign staff members dedicated to infection control	Assign doctors, nurses, and other staff who are exclusively in charge of infection control	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate staff allocation	Staffing aimed at enhancement of infection control and maintenance of the medical service delivery system	<input type="checkbox"/>	<input type="checkbox"/>
Understanding and responding to the state of the infection	Understanding the infection status	Identify the suspected extent of the infection, based on the detection of infected persons and persons with poor health conditions	<input type="checkbox"/>	<input type="checkbox"/>
	Determining close contacts, health observation	Preparation of a list of close contacts (including employees) etc. and health observation	<input type="checkbox"/>	<input type="checkbox"/>
	Employee work restrictions including close contacts	Remaining at home for employees who are close contacts. Use of public transportation should be avoided.	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct PCR testing	PCR testing, in order of decreasing risk for contact persons on the list	<input type="checkbox"/>	<input type="checkbox"/>
	Health observation of employees	Check suspected infection-related symptoms, such as fever before leaving home for work; if any symptoms are present, take the day off	<input type="checkbox"/>	<input type="checkbox"/>
Measures to prevent the spread of the infection	Education for all employees	Education such as standard precautions and preventive measures by infection route	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations of employees who are in contact with infected persons	Fixed employees provide care for infected individuals	<input type="checkbox"/>	<input type="checkbox"/>
	Establishment of a counter for consultations from employees	Arrangement of a consultation counter for novel coronavirus infections	<input type="checkbox"/>	<input type="checkbox"/>
	Zoning	Clearly separate infected areas and non-infected areas, with the nurse station (staff room) as a non-infected area	<input type="checkbox"/>	<input type="checkbox"/>
	Securing the line of flow	Securing of a flow line where infected persons and non-infected persons do not intersect with each other	<input type="checkbox"/>	<input type="checkbox"/>
	Thorough implementation of standard preventive measures and preventive measures by infection route	Thoroughly perform correct hand hygiene, selection and attachment/detachment of appropriate personal protective equipment that is not excessive (e.g., N95, surgical mask, face shield, goggles, gloves, gown, and apron), and cough etiquette	<input type="checkbox"/>	<input type="checkbox"/>
	How to wear/take off personal protective equipment	Establish a quasi-infected area for taking off personal protective equipment, between the infected area and the non-infected area. Display the method for wearing and taking off personal protective equipment on posters, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Cohorting	Prepare rooms separately for infected persons, close contacts, and other persons	<input type="checkbox"/>	<input type="checkbox"/>
	Placement of articles for dedicated use for the disease	Placement of dedicated articles such as a thermometer, stethoscope, sphygmomanometer, and pulse oximeter for use for the disease exclusively by the concerned patient	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental measures	Clean and disinfect objects that are frequently touched by an unspecified number of people (e.g., door knobs, handrails, switches, tables, bed rails, telephones, nurse call buttons, and personal computers) in each work area.	<input type="checkbox"/>	<input type="checkbox"/>
	Securing personal protective equipment, etc.	Inventory check and procurement of materials that will become more necessary in the future	<input type="checkbox"/>	<input type="checkbox"/>
	Arrangement of the working environment	Staggered break times, ventilation of lounges, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate disposal of medical waste	Display of appropriate disposal methods for waste, appropriate handling of linens after use, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Visitation	Prohibition of visits with infected persons, restriction/prohibition of meetings with other patients (users)	<input type="checkbox"/>	<input type="checkbox"/>
	Transfers of persons infected with the virus	Secure the transfer destinations of infected patients, according to the situation	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations on hospitalization (admissions)	Consideration of limitation of new inpatients	<input type="checkbox"/>	<input type="checkbox"/>
Suspension of outpatient care and day service	Consideration of suspension of outpatient care and day service. Make decisions upon consultation with public health centers	<input type="checkbox"/>	<input type="checkbox"/>	

This is a provisional translation into English by the JICA. The final version will be published by the Japanese Society for Infection Prevention and Control.