

COVID-19 Emergency Management Team Agenda 18.05.20
1.0 Actions from last meeting 17.05.20

Action	Person Resp.	Date Completed
IPC audit, review actions, prioritise and implement additional resources to address identified areas on report	█	18.05.20
Documentation confirming staff re-watchig donning and doffing video, link with video whatsapped to all departments	█	Done
Comms: staff text updates █ emails / texts as required	█	ongoing
Updates from new NHI, HSE, HPSC data	█	ongoing
Review cohorting plan based on new results when available	█	ongoing
New CP for █ on return, cohort review & include RA for use of hand sanitiser	█	Done
Minutes of DPH OMTM conference call – all reviews as a result completed	█	Done
Actions noted during IPC debrief from 11.05.20 implemented where possible i.e. declutter of areas, relocate trolley, order new hoovers, initial debrief to HK team	█	Ongoing
Review preparedness for second surge, based on experience to date – add contingency review	█	Update draft 17.05.20
Plan to complete IPC audit actions – IPC, Prepare Social Distancing when cocooning eases, Use of PPE, Donning & Doffing, hand hygiene, environment, equipment as per AK blank audit provided	█	Awaiting return of █
Review and implementation of advice from DPH & HSE re. IPC incl OC meeting	█	ongoing
Review room moves required due to updated results	█	done
Increase HK resource again & review cleaning regime	█	11.05.20
Increase SN paperwork time to allow for IPC audits as per audit tool provided	█	11.05.20
Review uniform policy again (third revision)	█	Done
Review CHO 1 Management Index & email NHI	█	Done
Review capturing overtime with ED	█	Done
Raise ongoing testing with 24 hour results with DPH, DoH, HSE, Ministers HH & SH	█	DONE
Email BS HSE with additional input further to his call with Dr P	█	Done
Confirm regular scheduled weekly virtual consult from main GPs	█	ongoing
Complete form b & form c for TAPS	█	19.05.20

2.0 Updates:

- 2.1 Resident Status
- 2.2 Staffing
 - 2.2.1 # self isolating
 - 2.2.2 # close contacts/
 - 2.2.3 # casual contacts
 - 2.2.4 # derogations
 - 2.2.5 # other absences
- 2.3 Supplies Management
 - 2.3.1 Medication
 - 2.3.2 Medical
 - 2.3.3 IPC – PPE / Gel / Cleaning

- 2.4 Communication
 - 2.4.1 Resident
 - 2.4.2 Family
 - 2.4.3 Staff
 - 2.4.4 External
- 2.5 Building & environment
 - 2.5.1 Housekeeping
 - 2.5.2 Laundry
 - 2.5.3 Isolated Area / Rooms
- 2.7 New Risk Areas / Risk register
- 2.8 Control & Monitoring
- 2.9 External Updates HPSC/HSE/Public Health/DoH/HIOA
- 3.0 Next Meeting

IPC daily checklist

	DPH IPC Checklist 15.04.20	Yes	No
1	Are staff recording safety pause at each shift?	yes	
2	Are staff aware how to identify a suspect COVID-19 case?	yes	
3	Are staff questioning visitors regarding COVID symptoms prior to entry		n/a
4	Is there daily surveillance of staff and residents for symptoms of COVID?	yes	
5	Have you sufficient alcohol hand gel and hand hygiene products?		As per mins
6	Have you sufficient clinical waste bins and bags?		As per mins
7	Have you sufficient cleaning equipment?		As per mins
8	Have you sufficient cleaning products including hypochlorite 1000ppm?		As per mins
9	Is equipment being cleaned and decontaminated after each resident?	yes	
10	Have you sufficient PPE supplies?		As per mins
11	Have you sufficient laundry supplies eg red bags, alginate bags?		As per mins
12	Have you appropriate signage – droplet precautions?	yes	
13	Have all staff completed education?	yes	
14	Have staff teams been designated to specific units/floors?	yes	
15	Have you an agreed outbreak plan for the residential care facility	yes	
16	Have you contacted the DPH to inform them of suspect/confirmed COVID-19 cases in either residents or staff?	yes	

Agenda ends