

## **AAAASF COVID-19 Surveyor Worksheet Instructions**

In light of the continuing public health emergency of COVID-19, AAAASF has implemented a focused COVID-19 Surveyor Worksheet to assess activities that are vital to keeping facility staff, patients, and communities safe during the pandemic. We have updated this worksheet in keeping with our regulatory partners' emphasis on infection control and emergency protocols. It includes a required focused policy and procedure review as it relates to the current COVID-19 emergency. This tool also addresses concerns that surveyors have raised in the field after conducting surveys during the pandemic. This focused worksheet is required for all surveys as part of the onsite survey process across all AAAASF accredited facilities.

### **Surveyors must verify the following utilizing policy review, staff/leadership interview, and staff observance for compliance:**

#### **Infection Control Policies:**

- Policies related to hand hygiene, highlighting any revisions related to COVID-19.
- Policies related to personal protective equipment (PPE) and its use, highlight any revisions related to COVID-19.
- Policies related to infection transmission-based precautions, highlighting any revisions related to COVID-19.
- Policies related to the postponement of non-urgent/emergent appointments and surgeries/procedures.
- Policies related to any screenings conducted for staff, patients, visitors.
- Policies related to any restrictions of visitors.

#### **Emergency Preparedness Plan (Medicare-only):**

- Policies related to activation of the Emergency Preparedness Plan.
- Policies and protocols for reporting suspected and confirmed COVID-19 cases to appropriate health entities and AAAASF.
- Emergency contacts for testing and reporting suspected and confirmed COVID-19 cases.

#### **Education Logs & Audit Tools:**

- Evidence of staff education for all relevant areas as outlined in the program-specific worksheet.
- All surveillance tools (weekly audits) used to ensure compliance with infection control practices.

### **Completing the COVID-19 Surveyor Worksheet:**

Similar to the AAAASF Standards Manuals, the COVID-19 Surveyor Worksheets are AAAASF program-specific and reference the specific citable standards based on program type.

- For each item on the tool, surveyors must select "Yes" or "No" from the options located in the fourth column titled "Compliant" on the attached Word document. Please note that "N/A" is not an option as these requirements apply across all programs. For each item on this tool where you select "No" as the response, you must mark at least one applicable standard in the standards manual as deficient. Please provide any additional information about your answer in the fifth column titled "Surveyor Comments/Notes". This column should also be used to identify any areas in which you have concerns or questions for the AAAASF staff to review. Please note that some items are mapped to more than one AAAASF standard.

- If non-compliance is observed, surveyors should select the most appropriate standard(s) to cite based on individual scenarios/observations encountered during the survey process. After completion of the COVID-19 Surveyor Worksheet, surveyors must cite the corresponding deficiency in the standard manual. The Covid-19 Surveyor Worksheet must be returned electronically with the Surveyor Handbook for review.

## **Resources:**

### **Standard & Infection Control Precautions:**

[CDC: Infection Prevention and Control Recommendations for Healthcare Personnel](#) (updated September 2021) – *This is the general CDC resource as it also references hand hygiene, staff training, cleaning & disinfecting, environmental infection control, patient care, non-urgent appointments and elective surgeries/procedures, managing personnel with infection or exposure, and visitor screening and restriction recommendations.*

[CDC: Managing Healthcare Operations During COVID-19](#) (updated February 2021)

[CDC: Guidance for Healthcare Workers About COVID-19 Testing](#) (updated June 2021)

[CDC: Operational Considerations for Containing COVID-19 in non-US Healthcare Settings](#) (updated November 2020)

[CDC: Clinical FAQ about COVID-19](#) (updated March 2021) – *Can use search bar in this FAQ to locate specific topics such as AGPs.*

[WHO: Infection prevention and control when COVID-19 suspected or confirmed](#) (published July 2021, Annex published October 2021)

### **Use of PPE:**

[CDC: Strategies for Optimizing the Supply of PPE](#) (updated December 2020)

### **Staff Training:**

[CDC: Training for Healthcare Professionals](#) (updated May 2021)

[CDC: Protecting Healthcare Personnel](#)

### **Telehealth:**

[CDC: Telehealth and Telemedicine](#)

[CDC: Using Telehealth to Expand Access to Essential Health Services](#) (updated June 2020)

[CDC: Phone Advice Line Tool](#) (updated March 2021)