

Site Operational Commissioning Checklist
COVID CARE FACILITY OR CORDONED AREA



SITE LOCATION: _____

Homeless Health COVID-19 Incident Command Centre

Item No.	Issue	Actions To be Carried Out	Actioned	Person to Action	Details/Comments
1	Notifications		Yes/No		
	Notification of Opening	Advise STP Leads and Clinical Leads of opening date/time. Advise any other key stakeholders as required.		ICC	Opening date:
	Starter Pack	ICC 'starter pack' forwarded to STP/Clinical Leads			
2	Staffing				
	Recruitment	<p>Staffing workforce requirement:</p> <ul style="list-style-type: none"> • The facility will require 24-hour nursing cover of six nurses on three 8-hours shifts as a minimum • 1 full time admin • Volunteers and/or HCA to support the nurses • GP time as required (0.5 WTE) to conduct ward review daily • Team to be able to use local on call clinical arrangements • Drug and alcohol workers to visit each morning • Link to mental health teams • Security 24/7 <p>* Depending on the staff provided by the Hotel there may be a need for a wider range of staff roles including cleaning, reception, managers, catering etc.</p>			
	Training	Infection control training/awareness for all, especially for non-specialist members of staff, such as those employed directly by the hotel.			
3	Equipment				
	PPE	<input type="checkbox"/> PPE – 200 (will need constant replenishing) <input type="checkbox"/> Gloves – 200 (will need constant replenishing) <input type="checkbox"/> 45 Phones for patient's check-in and to reduce contact			
	Diagnostics	<input type="checkbox"/> Pulse oximeters 41 – one in each room to reduce cross-contamination (small ones) <input type="checkbox"/> 4 Digital thermometers (removable ear caps, and covers 500 – large packs) <input type="checkbox"/> BP machine x2 with disposable cuff covers <input type="checkbox"/> 4 Stethoscopes <input type="checkbox"/> UTI strips <input type="checkbox"/> Urine pots <input type="checkbox"/> 41 urine drug testing kits (for use as people come in) <input type="checkbox"/> Blood taking equipment <input type="checkbox"/> Throat and nose swabs for COVID testing			
	Cleaning & Hygiene	<input type="checkbox"/> 50 hand gel bottles (foam not gel that can be drunk) – one for each room as can't stick between rooms <input type="checkbox"/> Clinell wipes <input type="checkbox"/> Clinical hand soap <input type="checkbox"/> Bleach <input type="checkbox"/> Chlorine tablets <input type="checkbox"/> Urine and vomit spill pack <input type="checkbox"/> 6 Sharps bin			
	Resus Trolley or Equipment	<input type="checkbox"/> 1 Resuscitation kit and AED defibrillator <input type="checkbox"/> Nurse trolley <input type="checkbox"/> Oxygen and masks <input type="checkbox"/> Dressing kits <input type="checkbox"/> First aid kit for small wounds <input type="checkbox"/> Lockable medications locker <input type="checkbox"/> Fridge for any perishable drugs or items			
	Medications	<p>Check medications have been registered with GP for prescribing:</p> <input type="checkbox"/> Paracetamol – 400g per week (all sites 4g a day per person) <input type="checkbox"/> Amoxicillin – PDGs for nurse prescribers <input type="checkbox"/> Clarithromycin <input type="checkbox"/> Naloxone <input type="checkbox"/> Diprobase cream <input type="checkbox"/> 40 Inhalers (becotide and salbutamol) <input type="checkbox"/> Drug charts <input type="checkbox"/> Methadone <input type="checkbox"/> Buprenorphine <input type="checkbox"/> Loperamide <input type="checkbox"/> Metoclopramide 10mg <input type="checkbox"/> Prochlorperazine 5mg <input type="checkbox"/> Mebeverine <input type="checkbox"/> Diazepam <input type="checkbox"/> Zopiclone <input type="checkbox"/> Thiamine <input type="checkbox"/> Vitamin B complex strong <input type="checkbox"/> Chlordiazepoxide <input type="checkbox"/> Pabrinex ampoules I & II for intramuscular Injections <input type="checkbox"/> Epi-Pen			
	Essentials for residents	<input type="checkbox"/> Kettles <input type="checkbox"/> Cups <input type="checkbox"/> Cutlery <input type="checkbox"/> Basic provisions (milk, tea, coffee, sugar) <input type="checkbox"/> Personal hygiene essentials (toothpaste and toothbrush, tampons, pads, shampoo and shower gel) <input type="checkbox"/> Entertainment provisions (Books, newspapers, TV etc)			
	Office/Administration	<input type="checkbox"/> Desktop PCs with patient management system <input type="checkbox"/> Laptops or mobile devices for data entry at bedside <input type="checkbox"/> NHS.net email accounts <input type="checkbox"/> Internet connection <input type="checkbox"/> Printer <input type="checkbox"/> Admin/reception stationery kit <input type="checkbox"/> Regularly updated phone list with all residents and staff numbers			
5	Food Services				

	Meal Ordering for Patients	On admission automatic update via..... In the event of short notice please confirm Department requirements with Food Services at relevant facility.			
6	Patient Management (Clinical)				
7	Service/Cell notification that may support the site				
	Mental Health & Specialist Services				