

Checklist: Site assessment

Purpose

Site assessments should be completed before May 1 annually or prior to the beginning of the summer heat season, whichever is earlier. This checklist may be used to facilitate a comprehensive assessment of your building and will allow you to identify opportunities.

This document includes two checklist assessments:

- Building
- Clinical

Building Assessment		
Temperature and current conditions	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Identify hottest rooms/areas in building <ul style="list-style-type: none"> ○ Use floorplans ○ Mark hot spots • Plan to monitor common areas and resident room temperatures using digital thermometers • Develop a check list that identifies rooms/common areas that are at risk of higher temperatures: <ul style="list-style-type: none"> ○ Does the room have A/C or a fan that moves colder air in from outside (e.g. window fan)* ○ Are there personal A/C units? ○ Does the room have a thermostat that can be set to “cool”? ○ Does the room have window coverings? • Purchase cooling zone equipment before summer heat begins • Establish where cooling zones (i.e. 26°C or cooler) will be located in consultation with IPC <ul style="list-style-type: none"> ○ Identify cool/shaded areas outdoors <p style="font-size: small; margin-top: 10px;">*Note fans may not provide adequate cooling during heat events, especially during extreme heat events. There should be contingency plans for relocating residents who are in rooms only cooled by fans during extreme heat events.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

Checklist Site assessment (Heat)

Infrastructure	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Ensure that current infrastructure can meet the increased demands during a heat event: <ul style="list-style-type: none"> ○ Power - the current power infrastructure will meet the demand of the increased fan and AC unit use. If not, plan for additional generator support. Ensure equipment is maintained and that adequate fuel is available. ○ Scheduled checks of emergency generators and documentation to assure AC units continue if there is a power outage. ○ Consider amending site grounds to provide shade for the building (e.g. plant trees, covered awnings) ○ Consider purchasing screens for windows, particularly for first floor windows, to prevent flies from entering the building during warmer months and causing unintentional maggots in wounds 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Maintenance	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Plan for on-call personnel to be available to respond to unit malfunction after hours. Ensure contact information is up to date. • Ensure back-up portable AC units are available in case of AC unit failure. • Replace/repair faulty or broken AC units as soon as possible. • Ensure kitchen AC unit and exhaust fans are in working order. • Ensure that all ice machines and water fountains are in working order. • Ensure all HVAC unit filters have been changed as per service schedule. • Plan for checking AC units for ice dams daily. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

Checklist

Site assessment (Heat)

Clinical Assessment		
Resident risk assessment	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Perform a resident risk assessment (recommended) for all residents by <u>May 1</u> to identify residents who are at higher risk of heat related illnesses/adverse events (refer to Appendix C – Resident Risk Identification for criteria to identify those at highest risk) • Identify care planning interventions that will be in place for residents and when they will be implemented, including but not limited to: <ul style="list-style-type: none"> ○ Dietary changes ○ Hypodermoclysis ○ Appropriate clothing for conditions ○ Sunscreen use ○ Cooling baths, clothing misting, and/or cool pack application* <p>*Note these strategies should not be relied upon as primary cooling modes during a heat event – only for emergency cooling prior to resident relocation to a cooler location.</p> <ul style="list-style-type: none"> • Increase staffing levels to observe and monitor residents more frequently, looking for heat exhaustion and other heat related illnesses 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Staff	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Plan for changes to staff needs, such as: <ul style="list-style-type: none"> ○ Accessible hydration stations ○ Cool break areas • Ensure staff are aware of available resources to cope with heat e.g., wellness website, posters, fact sheets 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Communication	Progress	Notes/Action Items
<ul style="list-style-type: none"> • Ensure there is a written heat plan (**Mandatory**) <ul style="list-style-type: none"> ○ Who activates the plan? ○ How is the plan communicated to staff, residents and families? • Plan for communication with staff, residents, families and volunteers via: <ul style="list-style-type: none"> ○ Email: have current email address list, communications are developed 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

Checklist Site assessment (Heat)

<ul style="list-style-type: none"> ○ Phone: current phone list, create message for outgoing voicemail, engage others to assist with calls. ○ Website: IT support available to keep the site's website current ○ TV/monitors: Add reminders on care home wall TV/monitor screens. ○ Signage ○ Handouts ○ Huddles ● Plan for frequent huddles and plan for how families and volunteers can support <ul style="list-style-type: none"> ○ Visit more regularly ○ Take loved ones out to cooler locations 		
Education	Progress	Notes/Action Items
<ul style="list-style-type: none"> ● Plan for topics of education, including but not limited to: <ul style="list-style-type: none"> ○ Risk factors for heat related illnesses ○ Prevention, signs and symptoms, and management of various heat related illnesses ○ Hypodermoclysis ○ Urinary tract infections ○ Consider creating materials in alternate languages 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Evaluation	Notes/Action Items	
<ul style="list-style-type: none"> ● Consider how you will evaluate your experience navigating summer heat planning, preparation, and response: <ul style="list-style-type: none"> ○ What is going well? ○ What challenges arose and how were those challenges addressed? ○ What gaps were identified? ○ How were those gaps and challenges addressed? 		