## TAB 1 - POLICIES
- Hand Hygiene
- Staff Screening
- Resident Screening
- Visitor Screening
- Emergency Staffing
- Transmission Precautions
- Notification of MDH
- Infection Surveillance Plan

## TAB 2 - STAFF TRAINING
- Hand Hygiene
- COVID-19 Specific Training
- Transmission Precautions

## TAB 3 - AUDITS
- Hand Hygiene Audits
- Donning/Doffing PPE

## TAB 4 - SCREENING LOGS
- Resident Screening
- Staff Screening
- Visitor Screening

## TAB 5 - MISCELLANEOUS
- Directions for Visitors
**For the Infection Control Survey Binder Checklist:**

There are some check boxes left under Tab 5: Miscellaneous for you to add in anything else you feel is pertinent.

There is also a notes section on the front page. Some sites use this as a reminder for things such as:
- You may have 3 policies that cover all 8 identified subject areas. A notation of the three policy names can be made for reference / reminder.
- You may choose to leave something, like the audits, in an audit book and a notation can be made as a reference / reminder.

Following are a few notations regarding specifics for some sections.

**TAB 1 - POLICY Notes:**

Regulators are looking to determine how the site is using screening and audits for surveillance.

**TAB 2 - TRAINING Notes:**

COVID-19 specific training should include:
- Signs / Symptoms
- Transmission
- Screening criteria
- Work exclusions.

**TAB 3 - AUDIT Notes:**

On the audits for hand hygiene and donning/doffing there should be a section for on-time education to be documented if there are any observed opportunities for education during the audits.

**TAB 5 - MISCELLANEOUS Notes:**

Directions for Visitors should include:
- Perform frequent hand hygiene
- Limit interactions with others in the organization
- Limit touching of surfaces
- Restrict visits to the resident's room or other designated location
- Offer PPE
- What is the process for communicating this information