

AUDIT TOOL FOR THE RECREATION DEPARTMENT OF A FACILITY SETTING

Use this form to ensure recreation departments in long-term care and retirement homes have the proper infection prevention and control (IPAC) practices in place.

Date of Audit:	
Auditor's Name:	

Hand Hygiene	Notes
<input type="checkbox"/> Hand hygiene stations are available and accessible in all activity areas	
<input type="checkbox"/> Hand hygiene posters are displayed by hand hygiene stations	
<input type="checkbox"/> Alcohol-based hand rub contains 70-90% alcohol, has a natural product number (NPN), and is not expired	
<input type="checkbox"/> Staff and residents are observed performing hand hygiene before and after activities	
Personal Protective Equipment (PPE)	Notes
<input type="checkbox"/> PPE (e.g., masks, gloves) is available and used appropriately by staff during activities	
<input type="checkbox"/> Staff are trained on the proper use and disposal of PPE	
Cleaning and Disinfection	Notes
<input type="checkbox"/> Activity equipment and surfaces are cleaned and disinfected after use: <ul style="list-style-type: none"> <input type="checkbox"/> Activity Equipment: <ul style="list-style-type: none"> • Exercise equipment (e.g., hand weights, resistance bands) • Game pieces (e.g., plastic cards and board game pieces) • Craft supplies (e.g., scissors, glue sticks, paintbrushes) <input type="checkbox"/> Shared Electronics: <ul style="list-style-type: none"> • Remote controls • Tablets and computers • Gaming consoles 	

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<input type="checkbox"/> Sensory Items: <ul style="list-style-type: none"> • Sensory boards and tactile objects • Therapy dolls and stuffed animals • Aromatherapy diffusers <input type="checkbox"/> Outdoor Equipment: <ul style="list-style-type: none"> • Gardening tools • Outdoor games (e.g., bocce balls, shuffleboard equipment) • Patio furniture <input type="checkbox"/> Furniture and Fixtures: <ul style="list-style-type: none"> • Tables and chairs used for activities • Armrests and handles on wheelchairs and walkers • Cushions and soft seating areas <input type="checkbox"/> Musical Instruments: <ul style="list-style-type: none"> • Keyboards and pianos • Percussion instruments (e.g., drums, tambourines) • String instruments (e.g., guitars) <input type="checkbox"/> Cleaning supplies are readily available and used according to guidelines <input type="checkbox"/> Wipes, bucket and cloths, or spray bottles in stream function are used to apply disinfectant	
Resident Screening and Monitoring	Notes
<input type="checkbox"/> Residents are screened for symptoms of illness before participating in activities, and if ill, they are not allowed to participate	
Staff Training and Education	Notes
<input type="checkbox"/> Staff receive regular training on IPAC practices relevant to recreation activities	
<input type="checkbox"/> Training records are up-to-date and accessible	
Communication and Reporting	Notes
<input type="checkbox"/> There is a clear process for reporting IPAC concerns or breaches	
<input type="checkbox"/> Staff are aware of and follow the reporting process	

Action Plan	Notes
Identified Issues:	
Actions to be Taken:	
Responsible Person	
Completion Date:	

OUTBREAK CONSIDERATIONS

Group and Individual Activities:	Notes
<input type="checkbox"/> High-risk group activities on the outbreak unit should be suspended until the outbreak is declared over (e.g., bus trips, large group gatherings)	
<input type="checkbox"/> Measures such as physical distancing, masking, hand hygiene and surveillance are used for low-risk group activities for asymptomatic residents on outbreak units to support physical and mental well-being	
<input type="checkbox"/> One-to-one activities in a resident's room can be conducted using proper PPE as per point of care risk assessment	
Cleaning and Disinfection:	Notes
<input type="checkbox"/> Increase cleaning frequency: clean and disinfect frequently touched surfaces and items more often (e.g., high-touch surfaces are cleaned and disinfected twice a day)	
<input type="checkbox"/> Use appropriate disinfectants: ensure that the disinfectants used are effective against the pathogens causing the outbreak. Hospital-grade cleaners and disinfectants are usually adequate	
<p><i>Handling Non-Easily Cleaned Items:</i></p> <input type="checkbox"/> Use disposable versions of items like playing cards and puzzles. These can be discarded after use, reducing the risk of contamination <input type="checkbox"/> Switch to digital versions of games and activities using tablets and computers which can be easily disinfected after each use <input type="checkbox"/> Plastic covers: for items like books, playing cards or board games, consider using plastic covers or sleeves that can be wiped down with outbreak level disinfectant wipes <input type="checkbox"/> Implement a rotation system where items are used and then set aside for a period (e.g., 72 hours) to allow any potential pathogens to die off naturally before being used again (e.g., puzzles and games) <input type="checkbox"/> For arts and crafts, use single-use supplies that can be discarded after each session <input type="checkbox"/> Engage residents in virtual activities such as online bingo, virtual tours, or video calls with family members <input type="checkbox"/> Launder textiles (e.g., soft toys, fabric games) frequently using the highest water temperature safe for the fabric. If laundering is not possible, consider temporarily removing these items from use	