

# COVID-19 Record Retention Checklist

COVID-19 Audit	Yes	No	Notes
Resident COVID-19 screening and testing is documented in the resident's medical record			
Resident symptoms and change in condition related to COVID-19 is documented in the resident's medical record			
Physician communication regarding a resident's change in condition is documented in the resident's medical record			
Family communication regarding a resident's change in condition is documented in the resident's medical record			
Resident and family communication regarding COVID-19 facility and regulation updates are maintained			
Resident room changes related to COVID-19 are documented			
Resident informed consent documents for testing and vaccination are located the in resident's medical record			
Department of Health, CDC, and State Guidance regarding resident and visitor restrictions is maintained, including facility compliance			
A visitor log and screening records are maintained			
Staff screening records are maintained			
Staff testing records are maintained			
Staff vaccination records are maintained			
Work-related Coronavirus cases are recorded and reported as required by Public Health, State and OSHA Requirements			
Staff training and competency validation records are maintained (all departments) related to Infection Control, COVID-19 protocols, appropriate PPE usage, handwashing, etc.			
Staffing records are maintained			
Records for the use of outside staffing and agency staffing are maintained			
Vendor and outside professional staff (e.g., Home Health, Hospice, Physicians) sign-in and sign-out of the facility, screening records are maintained.			
Records for environmental services cleaning and supply orders are maintained			

Records are maintained for staff training regarding environmental cleaning/sanitizing and the use of cleaning supplies			
Environmental cleaning audits are conducted, and records are maintained			
The facility has a Certified Infection Preventionist			
A written COVID-19 plan is in place			
Outdated Infection Prevention and Control policies and procedures and COVID-19 Plan updates are archived for later reference as needed			
A formal process is in place for collection, analysis and interpretation of Infection Prevention and Control Surveillance Data			
Infection Prevention and Control audits are completed, maintained, and reviewed through the Quality Assurance and Performance Improvement review process (e.g., handwashing, PPE Usage, isolation/quarantine precautions)			
Recommended Facility Assessments are Completed Including a Documented Plan of Correction as Needed for Identified Issues, For Example: <ul style="list-style-type: none"> <li>• Infection Prevention and Control Assessment Tool for Long-term Care Facilities <a href="#">CDC IC Assessment Tool LTCF v1 3</a></li> <li>• COVID-19 Focused Survey for Nursing Homes <a href="#">COVID-19 Focused Survey for Nursing Homes (cms.gov)</a></li> </ul>			
State Infection Control and COVID-19 survey results are maintained including appropriate plans of correction			
Department of Health, CDC and State Guidance regarding facility operations, screening and testing is maintained including facility compliance			
Personal Protective Equipment (PPE) purchase orders are maintained including date ordered and quality, date received and quantity, and actions taken to secure adequate supply			
PPE usage records are maintained			

Name \_\_\_\_\_ Date \_\_\_\_\_

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