

Environmental Cleaning Program Improvement Toolkit: Section C—Tools

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C2-1 Recommended Actions Guide—Part 1 (Basic Program)

Priority Group 1 (1=highest priority; 4=lowest priority)

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
O1. Facility level focal point or cleaning program manager	a) With IPC committee/focal person, review sample position description (PD) and draft PD for this role	SamplePD_FocalPoint Template_PD
	b) Meet with facility administration/leadership to discuss the PD and seek approval of position (including % of time/salary allocation)	<i>none specified</i>
P1. Basic facility cleaning policy developed	a) Meet with IPC committee/focal person to make a work plan for policy development	SamplePolicy
	b) Consult with local/district governmental health department (e.g., IPC link staff) to review pertinent governmental policies on environmental cleaning, specific products, etc.	<i>none specified</i>
	c) Use completed risk-assessment to draft cleaning schedules, in collaboration with stakeholders (e.g., nursing department, ward-level leadership)	SampleCleanSchedule TemplateCleanSchedule
	d) Develop list of approved cleaning products, supplies and equipment (including cleaner PPE) and indications for use	SampleEquipList
	e) Draft facility policy using template	TemplatePolicy
	f) Meet with facility administration/leadership to discuss draft policy elements	<i>none specified</i>
	g) Validate policy through appropriate channels	<i>none specified</i>
P2. Essential cleaning standard operating procedures (SOPs), job aids and cleaning logs developed for the priority ward	a) Compile and review existing SOPs, job aids and logs; compare to essential SOPs referenced in the baseline assessment	SampleSOP_folder
	b) Draft needed essential SOPs	SampleSOP_folder,
	c) Conduct a walkthrough of the priority ward(s) for the cleaning SOPs and develop a list of the high-touch surfaces to develop job aids/checklists to supplement the essential cleaning SOPs and cleaning logs	See <i>Physical Space Assessment within the StaffCalc sheet</i> (request the StaffCalc sheet) SampleChecklist, SampleLog
	d) Review draft SOPs, job aids and cleaning logs with IPC committee and other stakeholders (e.g., nursing department, ward-level leadership from priority ward)	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S1. Cleaning staff with dedicated time on priority ward are available daily	a) Review sample PD and draft PD for this role	SamplePD_Cleaner Template_PD
	b) Use staffing calculator to estimate required staffing for performing environmental cleaning in the priority ward	StaffCalc
	c) Meet with IPC committee and priority ward leadership to review and seek input on this PD and the calculation of staffing needs	<i>none specified</i>
	d) Meet with facility administration/leadership to discuss the PD and seek approval of positions (including % of time/salary allocation, budget as needed)	<i>none specified</i>
04. On-site supervisors available in priority ward	a) Review sample job description and draft PD for this role	SamplePD_Supervisor Template_PD
	b) Meet with IPC committee and priority ward leadership to review and seek input on the PD	<i>none specified</i>
	c) Meet with facility administration/leadership to discuss the PD and seek approval of positions (including % of time/salary allocation, budget as needed)	SampleOrgChart
02. Overall facility annual budget available for staff, supplies, training and job aids	a) Calculate the staffing needs in the priority ward, using the cleaning schedule(s) as specified in the cleaning policy	StaffCalc
	a) Estimate the basic cleaning supplies and equipment needs in the priority ward (e.g., monthly basis)	SupplyCalc
	b) Meet with the procurement department or equivalent to estimate the budget (e.g., monthly and annual) to ensure availability of basic supplies and equipment	SampleMinBudget
	c) Modify the prepared budget for the structured training to account for periodic full-training and refresher training activities on an annual basis	TrainingBudget
	d) Prepare the full budget for the priority ward	<i>none specified</i>
	e) Review the budget with the procurement team or equivalent and present to facility administration	<i>none specified</i>

Priority Group 2

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S2. Staff with cleaning responsibilities and supervisors in priority ward have basic training	a) Compile list of all staff with cleaning responsibilities (e.g., cleaning staff, supervisors, nursing staff) in priority ward	<i>none specified</i>
	b) Assess training status of all staff with cleaning responsibilities	KnowledgeCheck
	c) Draft stop-gap training content	MinTrainingOutline
	d) Meet with IPC committee to review materials and make plan for the stop-gap training	Consult comprehensive training packages and methodologies as appropriate for content and modalities: https://www.lshtm.ac.uk/research/centres/march-centre/soapbox-collaborative/teach-clean
	e) Meet with facility administration/leadership to discuss the stop-gap training plan and seek approval (including % of staff time)	<i>none specified</i>
	f) Implement the stop-gap training with current staff	<i>none specified</i>
BE1. Water available on premises from an improved source in sufficient quantity to facilitate daily cleaning activities (at a minimum in priority ward)	a) Review the specific deficiencies identified with facilities management (e.g., engineer) and facility administration to determine short term, stop-gap options	WASHTool
	b) To address larger infrastructure needs, consult relevant WHO guidance and work with local partners (e.g., MOH, NGOs) to create a plan for addressing water shortages	See WASH FIT: A practical guide for improving quality of care through water, sanitation and hygiene in health care facilities. Second edition (who.int) Annex 6 (Technical factsheet 3: Safe Plumbing for WASH services in health care facilities)
BE2. Drains or other means available on-site to safely dispose of cleaning solutions	a) Review the specific deficiencies identified with facilities management (e.g., engineer) and facility administration to determine short term, stop-gap options	WASHTool
	b) To address larger infrastructure needs, consult relevant WHO guidance and work with local partners (e.g., MOH, NGOs) to create a plan for addressing needed wastewater disposal	See WASH FIT: A practical guide for improving quality of care through water, sanitation and hygiene in health care facilities. Second edition (who.int) Annex 6 (Technical factsheet 3: Safe Plumbing for WASH services in health care facilities)

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
BE3. Dedicated area available for storage, preparation and reprocessing of cleaning supplies and cleaning equipment	a) Review the recommended characteristics and layout of this area with the project team	Schema_Services&Sluice
	b) Conduct a walk-through of the facility in the region (e.g., wing, floor level) of the priority ward to determine repurposing existing space for this purpose or rearranging the existing area to meet the recommended characteristics	<i>none specified</i>
	c) Document the needed activities (e.g., additional shelving, provision of a water storage container) and review with facilities management (e.g., engineer) and facility administration to seek approval for needed resources	<i>none specified</i>
	d) After approval is obtained, conduct the upgrades and move the basic cleaning supplies and equipment to this space	<i>none specified</i>
BE4. Dedicated sluice area available for reprocessing of non-critical patient care equipment	a) Review the recommended characteristics and layout of this area with the project team	Schema_Services&Sluice
	b) Conduct a walk-through of the facility in the area (e.g., wing, floor level) of the priority ward to determine repurposing existing space for this purpose or rearranging the existing area to meet the recommended characteristics	<i>none specified</i>
	c) Document the needed activities (e.g., additional shelving, provision of a water storage container) and review with facilities management (e.g., engineer) and facility administration to seek approval for needed resources	<i>none specified</i>
	d) After approval is obtained, conduct the upgrades as needed	<i>none specified</i>

Priority Group 3

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
BE5. Defined list of basic cleaning supplies and equipment developed with supplier/source information for ordering	a) Review the list and characteristics of required basic cleaning supplies and equipment with the IPC committee and collaboratively develop the list for the priority ward	SampleEquipList SampleSDS
	b) Meet with the procurement department or equivalent to provide the list and specifications and request that they find local suppliers	SampleSDS
BE6. Basic cleaning supplies and cleaning equipment, including cleaner PPE, available and in good repair, at a minimum for the identified priority ward	a) Review the list and characteristics of required basic cleaning supplies and equipment	SampleEquipList; SampleSDS
	b) Conduct an inventory of available and functional (i.e., in good repair) supplies and equipment	TemplateInspect_Equip
	c) Use the supply calculator to estimate the basic cleaning supplies and equipment needs in the priority ward	SupplyCalc
	d) Meet with the procurement department or equivalent to estimate the budget (e.g., monthly, annual) to ensure availability of basic supplies and equipment	<i>none specified</i>
BE7. Defined system/process in place to routinely inspect, maintain and replace cleaning supplies and equipment as needed	a) Review example inspection and inventory checklist with the project team	TemplateInspect_Equip
	b) Determine staff person most appropriate to conduct these inspections (e.g., cleaning focal point, priority ward staff, IPC committee member) among the project team	<i>none specified</i>
	c) Develop and formalize the process for this task, including frequency and method (including how and to whom the information will be shared—e.g., during monthly meetings where procurement needs are shared with procurement department or administrative staff)	<i>none specified</i>
	d) Inform facility administration/leadership of the process developed; ensure approval is obtained and that job description(s) are updated to reflect these responsibilities	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S3. Structured training program is developed	a) Develop/review competencies for each of the staff functions	SampleCompetencies
	b) Consult comprehensive training packages already developed to inform the development and implementation of structured training program	SampleFullTrainingOutline Consult comprehensive training packages and methodologies as appropriate for content and modalities: https://www.lshtm.ac.uk/research/centres/march-centre/soapbox-collaborative/teach-clean
	c) Meet with IPC committee to review curriculum and develop a training plan, including identifying trainers and sources of training materials	<i>none specified</i>
	d) Develop preliminary budget for initial training	TrainingBudget
	e) Meet with facility administration/leadership to discuss the training plan and seek approval (including % of staff time, budget and oversight)	<i>none specified</i>
	f) Schedule first training activity and implement accordingly with all current staff with cleaning responsibilities	<i>none specified</i>

Priority Group 4

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
03. System of regular communication/ meetings between cleaning program focal point/manager and key stakeholders	a) Discuss opportunities for implementing routine communication mechanisms between the cleaning program focal point and these stakeholders	<i>none specified</i>
	b) If needed, seek permission with facility administration/ leadership for the focal point to participate periodically in standing meetings of the IPC committee, ward leadership and the contracting company (if applicable)	<i>none specified</i>
M1. Basic standardized monitoring of cleaning practices is conducted in priority ward, at a minimum	a) Meet with project team to determine the appropriate personnel for conducting performance observations of cleaning practices and a realistic frequency that can be sustained (e.g., observing each cleaning staff once per month)	SamplePerformance_Assess
	b) Review the SOPs for the priority ward and develop a performance observation checklist in line with the SOPs	<i>none specified</i>
	c) Develop a cleaning log sheet for the priority ward to assist with tracking cleaning tasks and subsequent monitoring activities	SampleLog
	d) Meet with the IPC committee and ward leadership to review the checklist, suggested frequency and responsible person(s) and agree upon data entry and reporting format (e.g., stratifying by cleaning type, by cleaning staff)	SampleMonitor_Report
	e) Meet with IPC committee to discuss options for implementing additional monitoring methods, including visual assessments of cleanliness and/or fluorescent marking	SampleVisual_Assess SampleFluor_Assess
	f) Formalize the basic monitoring plan, including method(s), frequency, person responsible and reporting	SampleMonitor_Plan
	g) Meet with facility administration/leadership to present the monitoring plan and seek approval (including staff time and any needed resources such as monitoring tools)	<i>none specified</i>
M2. Monitoring results are promptly relayed back to cleaning staff to improve their practices	a) Meet with IPC committee, ward leadership and contracting company (if applicable) to review the monitoring plan (i.e., the method(s), frequency, person responsible and reporting mechanism(s)) to determine how to integrate direct feedback to cleaning staff as part of the routine activities	SampleMonitor_Plan
	b) Formalize the feedback approach(es) discussed by documenting within the monitoring plan and validating with facility administration as needed	<i>none specified</i>

C2-2 Recommended Actions Guide—Part 2 (Advanced Program)

Priority Group 1 (1=highest priority; 4=lowest priority)

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
01. Cleaning program focal point or manager has full position description (PD) according to Best Practices	a) Review sample PD and draft or revise the current PD as needed	SamplePD_FocalPoint Template_PD
	b) Meet with facility administration/leadership to discuss the draft PD and seek approval (validation) for the responsibilities (% of time/salary allocation)	<i>none specified</i>
03. Communication and integration of cleaning program	a) Cleaning focal point meets with facility administration/leadership to discuss the need for lines of communication between all stakeholders as recommended in Best Practices and seek approval to engage those stakeholders to establish standing meetings	<i>none specified</i>
	b) Cleaning focal point meets with key stakeholders to establish meeting schedule and participation, where applicable (e.g., in IPC committee meeting)	<i>none specified</i>
04. Strong supervisory support for cleaning staff	a) Review sample PD and draft or revise the current PD as needed	SamplePD_Supervisor Template_PD
	b) Meet with facility administration/leadership and contract company (as applicable) to discuss draft PD and seek approval (validation) for the responsibilities (including % of time/salary allocation, modification of contract as needed)	<i>none specified</i>
	c) Meet with ward leadership and cleaning supervisor(s) to review the responsibilities included in the PD	<i>none specified</i>
	d) Schedule refresher training as needed on listed responsibilities (e.g., monitoring and feedback activities)	<i>none specified</i>
06. Cleaning program organization structure	a) Review sample organizational chart and draft cleaning program organizational chart, at least for priority ward	SampleOrgChart
	b) Meet with all staff implicated in the cleaning program org chart (e.g., supervisors, IPC focal point, contract company) to review the chart including direct and indirect reporting lines	<i>none specified</i>
	c) Meet with facility administration/leadership to review org chart and seek approval (validation) as needed	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
P1. Facility cleaning policy meets Best Practices	a) Review existing policy against sample advanced cleaning program policy	SamplePolicy SampleCleanSchedule
	b) Make additions/revisions to the existing policy	<i>none specified</i>
	c) Meet with key stakeholders to review updated policy and seek input as appropriate; at a minimum include cleaning program focal point, IPC focal point/committee and implicated procurement staff	<i>none specified</i>
	d) Meet with facility administration/leadership to review updated draft policy and seek approval (validation) including for disseminating updates to staff as needed	<i>none specified</i>
	e) Conduct briefing for priority ward leadership, cleaning staff and supervisors, and contract company POC on updated policy	<i>none specified</i>
P2. Essential standard operating procedures (SOPs) meet Best Practices	a) Review existing SOPs against sample essential SOPs	SampleSOP_folder
	b) Make additions/revisions to existing SOPs	<i>none specified</i>
	c) Meet with key stakeholders to review updated SOPs and seek input as appropriate; at a minimum include cleaning program focal point and IPC focal point/committee	<i>none specified</i>
	d) Meet with facility administration/leadership to review updated draft SOPs and seek approval for training of cleaning staff on updated procedures (as needed)	<i>none specified</i>
	e) Conduct refresher training for cleaning staff and supervisors on updated SOPs and/or share with contract company (as applicable)	<i>none specified</i>
P5. Ward leadership (at least, priority ward) familiar with essential SOPs for their ward	a) Seek approval from facility administration/leadership to conduct briefing with ward leadership on essential SOPs	<i>none specified</i>
	b) Conduct briefing for ward leadership on essential SOPs, at a minimum for priority ward	<i>none specified</i>
P6. Essential SOPs available at central location and at ward level (at least, priority ward)	a) Print sufficient copies of essential SOPs and include in a binder(s); seek approval and budget for this activity as needed	<i>none specified</i>
	b) Meet with IPC committee and ward leadership to review the binder of SOPs and ensure that a plan exists for educating ward and cleaning staff of the location of the binder within the ward	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
P9. SOPs for reprocessing noncritical patient care equipment available in sluice area	a) Print copies of SOPs and include in a binder in the services area; seek approval and budget for this activity as needed	<i>none specified</i>
	b) Meet with IPC committee to pass over the binder of SOPs and ensure that there is a plan for educating cleaning staff on the location and contents of the binder	<i>none specified</i>
M2. Direct performance observations of cleaning staff performed, at least for less experienced staff until a level of competency reached	a) Review sample performance observation checklist	SamplePerformance_Assess
	b) Draft performance observation checklist by cleaning task/type (e.g., routine vs. terminal clean), using the SOPs developed for each cleaning task/type	<i>none specified</i>
	c) Meet with IPC committee/focal point and contract company (as applicable) to review checklist and agree upon desired competency/score and develop a monitoring plan outlining the person responsible, frequency, schedule and reporting	SampleMonitor_Plan SampleMonitor_Report
	d) Meet with facility administration/leadership to review the monitoring plan	SampleMonitor_Plan
	e) Review checklist with cleaning supervisors	<i>none specified</i>
M7. Direct feedback is provided to cleaning staff according to Best Practices	a) Review feedback mechanisms and approaches with cleaning supervisors	<i>none specified</i>
	b) Assist cleaning supervisors to develop a schedule for ensuring direct feedback is provided to all staff they oversee	SampleMonitor_Plan SampleMonitor_Report

Priority Group 2

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
07. Facility administration familiar with cleaning policy and associated resource implications of the cleaning program	a) Use the supplies calculator to estimate cleaning supplies and equipment for the priority ward, including quantity and associated budget	SupplyCalc
	b) Use staffing calculator to estimate required staffing for performing environmental cleaning	StaffCalc
	c) Draft or update cleaning program organizational chart, at least for the priority ward	SampleOrgChart
	d) Schedule briefing with facility administration/ leadership to review the facility cleaning policy, current staffing framework and staffing and supply needs estimates based on the policy	<i>none specified</i>
02. Annual budget for cleaning program includes all elements according to Best Practices	a) Identify the budget sections that are missing from the current budget, based on Best Practices and the applicability for your facility	<i>none specified</i>
	b) Use the calculator tools as needed to estimate annual needs for staffing and supplies	StaffCalc SupplyCalc
	c) Meet with the IPC committee to review the resource implications for monitoring and training activities and printing/production costs	<i>none specified</i>
	d) Compile the budget needs for items not in the current budget	<i>none specified</i>
	e) Meet with facility administration to discuss the budgetary needs for the cleaning program	<i>none specified</i>
05. Cleaning supervisors provide oversight to 20 or fewer cleaning staff	a) Draft or review cleaning program organizational chart for priority ward	SampleOrgChart
	b) Meet with all staff implicated in the cleaning program org chart (e.g., supervisors, IPC focal point) to review the chart including direct and indirect reporting lines	<i>none specified</i>
	c) Determine potential reassignments or additional staff needed	<i>none specified</i>
	d) Meet with facility administration to present staffing needs and seek approval for reassignments or additional staffing (including % of time/salary allocation, budget as needed)	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
P3. Essential SOPs are at preferred literacy level and in language of cleaning staff	a) Review input from cleaning staff on preferred language(s) and additional aids that could be helpful to supplement (e.g., diagrams)	Cleaning Staff Questionnaire results
	b) Review existing essential SOPs to simplify wording and terms; if possible, request a volunteer from cleaning staff to assist with this process	<i>none specified</i>
	c) Review updated essential SOPs with cleaning staff to seek input and make additional changes as needed	<i>none specified</i>
	d) Conduct briefing for ward leadership on modifications to essential SOPs	<i>none specified</i>
	e) Print sufficient copies of revised essential SOPs and include in a binder(s); seek approval and budget for this activity as needed	<i>none specified</i>
P4. Checklists and other job aids developed to supplement essential SOPs	a) Review sample checklists and job aids for applicability	SampleAid_Chem SampleChecklist
	b) Review input from cleaning staff on job aids that could be helpful to their work	Cleaning Staff Questionnaire results
	c) Meet with IPC committee to seek input on identified needs for checklists and other job aids	<i>none specified</i>
	d) Draft checklists and job aids as needed	<i>none specified</i>
	e) Meet with facility administration/leadership to review materials and seek approval for training of cleaning staff on materials (as needed)	<i>none specified</i>
	f) Conduct briefing for cleaning staff and supervisors on updated job aids	<i>none specified</i>
	g) Print and distribute job aids to key areas as needed (e.g., to service areas, to the priority ward)	<i>none specified</i>
P7. SOP/job aids for preparing cleaning solutions available in services area (for priority ward, at least)	a) Print copies of SOP/job aids for the services area; seek approval and budget for this activity as needed	<i>none specified</i>
	b) Meet with IPC committee to ensure that a plan exists for educating cleaning staff on the location of the SOP/job aids	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S1. Cleaning staff have job description and competencies and are familiar with them	a) Review sample PD and competencies and draft them for cleaning staff in the priority ward, at least	SamplePD_Cleaner Template_PD SampleCompetencies
	b) Meet with stakeholders to review PD and competencies (e.g., IPC committee, contract company, priority ward leadership) and training needs (content development or modifications to existing training curriculum)	<i>none specified</i>
	c) Meet with facility administration to discuss the PD and competencies; seek approval to make changes and update training program as needed	SampleFullTrainingOutline
	d) Conduct briefing for staff including the training plan	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S4. Formal training program covers all elements as defined in Best Practices	a) Review current training program curriculum alongside recommended content from Best Practices and identify areas where additional/supplemental content could be developed	SampleFullTrainingOutline SampleCompetencies
	b) Review external resources for sources of training material where needed and make adaptations as needed	Consult comprehensive training packages and methodologies as appropriate for content and modalities, including: Association for Professionals in Infection Control and Epidemiology (APIC). CDC Strive Program. Available from: https://apic.org/resources/topic-specific-infection-prevention/environmental-services/ Soapbox Collaborative, UK. TEACH CLEAN. 2019. Available from: https://www.lshtm.ac.uk/research/centres/march-centre/soapbox-collaborative/teach-clean Public Health Ontario, 2020. Environmental Cleaning Toolkit. Available from: https://www.publichealthontario.ca/en/health-topics/infection-prevention-control/environmental-cleaning/environmental-cleaning-toolkit
	c) Draft additional training content, seek validation from stakeholders and update training budget as needed to reflect additions	TrainingBudget
	d) Meet with facility administration to present updates to training and seek approval on content and associated budget for the next annual training program session	<i>none specified</i>
S5. Training methods for training program meet Best Practices	a) Review training program alongside methods recommended in Best Practices to look for modifications that could be made (e.g., addition of practical sessions or demonstrations)	SampleFullTrainingOutline SampleCompetencies
	b) With IPC committee and other stakeholders, make modifications to training curriculum and materials with additional content	<i>none specified</i>
	c) Meet with facility administration to discuss proposed modifications to training program and any resource/budgetary implications and seek approval	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S2. Sufficient full-time cleaning staff are in priority ward so that cleaning can be completed according to policy	a) Use staffing calculator to estimate required staffing for performing environmental cleaning in the priority ward	StaffCalc
	b) Meet with IPC committee and priority ward leadership to review and seek input on the calculation of staffing needs	<i>none specified</i>
	c) Meet with facility administration/leadership to discuss the additional staffing needs (including % of time/ salary allocation, budget as needed)	<i>none specified</i>
BE5. Full set of cleaning supplies and equipment are consistently available in the priority ward and adequate stocks are in the services area for contingencies	a) Review your facility list of cleaning supplies and equipment and compare against the list and characteristics of the 'full set' with the IPC committee and procurement department; collaboratively develop the revised full list for the priority ward including specifications, local suppliers and costing for items not currently on the facility list	SampleEquipList
	b) Conduct an inventory of available and functional cleaning supplies and equipment for the priority ward	TemplateInspect_Equip
	c) Use the supply calculator to estimate the full set of cleaning supplies and equipment needs in the priority ward, including contingencies	SupplyCalc
	d) Meet with the procurement department or equivalent to estimate the budget (e.g., monthly, annual) to ensure availability of full set of cleaning supplies and equipment and contingency stocks	<i>none specified</i>

Priority Group 3

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
M1. Routine monitoring includes at least one objective method	a) Meet with project team to discuss options for implementing an objective method of monitoring, including fluorescent marking or ATP bioluminescence, and draft a data collection tool and associated monitoring plan	SampleMonitor_Plan SampleVisual_Assess SampleFluor_Assess
	b) Meet with IPC committee and ward leadership to review the tool and draft plan, agree upon frequency, responsible person(s), data entry and reporting format and any resources needed (e.g., fluorescent marking kits)	SampleMonitor_Report
	c) Formalize the new method within the overall monitoring plan and meet with facility administration/ leadership as needed to seek approval (including staff time and any needed resources)	<i>none specified</i>
P8. Checklists/ logs for inspecting cleaning supplies and equipment available in services area (for priority ward, at least)	a) Print copies of checklists/logs for the services area; seek approval and budget for this activity as needed	SampleChecklist
	b) Meet with IPC committee to ensure that there is a plan for how and when these inspections occur and processes developed to report equipment needs to procurement (e.g., monthly, every 3 months)	<i>none specified</i>
P10. Cleaning logs in use in priority ward according to Best Practices	a) Review sample cleaning log for applicability	SampleLog
	b) Meet with IPC committee and ward supervisors to seek input on identified needs for cleaning logs	<i>none specified</i>
	c) Draft cleaning log template	<i>none specified</i>
	d) Meet with facility administration/leadership to review materials and seek approval for implementing logs for priority ward (as needed)	<i>none specified</i>
	e) Conduct briefing for cleaning staff and supervisors on cleaning logs	<i>none specified</i>
	f) Print and distribute cleaning log books to key areas as needed (e.g., to the priority ward)	<i>none specified</i>
S3. Extra/reserve cleaning staff on roster in case of emergencies	a) (as needed) Use staffing calculator to estimate contingency staffing for performing environmental cleaning in the priority ward based on various scenarios (e.g., full occupancy, enhanced cleaning protocols)	StaffCalc
	b) Meet with IPC committee and priority ward leadership to review and seek input on the calculation of contingency staffing needs	<i>none specified</i>
	c) Meet with facility administration/leadership to discuss the additional staffing needs (including % of time/ salary allocation, budget as needed)	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
S6. New cleaning staff are trained with formal training program prior to working independently, and refresher trainings are performed annually informed by monitoring results	a) Meet with IPC committee and ward supervisors to discuss Ward Assessment results and results from ongoing monitoring to identify key areas/topics for refresher training content	<i>none specified</i>
	b) Develop outline of annual refresher training program with IPC committee, ward supervisors and other facility stakeholders as needed (e.g., contract company) and draft budget and list of resource needs for this activity	SampleFullTrainingOutline SampleCompetencies
	c) Meet with facility administration to review proposed annual refresher training program and new staffing trends; discuss implications for annual training costs and seek approval	<i>none specified</i>
BE3. Environmental cleaning services area configured according to Best Practices	a) Review sample schematic and Best Practices to determine needs	Schema_Services&Sluice
	b) Explore potential ways to reconfigure or re-locate the EVS area as needed	<i>none specified</i>
	c) Meet with facility administration to seek approval and seek additional resources as needed	<i>none specified</i>
BE4. Sluice area configured according to Best Practices	a) Review sample schematic and Best Practices to determine needs	Schema_Services&Sluice
	b) Explore potential ways to reconfigure or re-locate the sluice area as needed	<i>none specified</i>
	c) Meet with facility administration to seek approval and seek additional resources as needed	<i>none specified</i>
M3. Routine monitoring of contracted cleaning staff conducted by facility staff (e.g., IPC)	a) Meet with IPC committee/focal point to review the current monitoring plan that the contract company follows and develop an internal monitoring plan to be led by facility IPC outlining the person responsible, frequency, schedule and reporting (based on existing resource levels)	SampleMonitor_Plan
	b) Work with procurement team as needed to source and price resources needed for the program (e.g., monitoring tools, data collection, printing)	<i>none specified</i>
	c) Meet with facility administration/leadership to review the facility-led monitoring plan and seek approval and additional resources as needed	<i>none specified</i>

Priority Group 4

Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
M4. Routine monitoring covers proportion of beds as recommended in Best Practices	a) Meet with the IPC committee/focal point to review Best Practices, in terms of recommended proportion of beds, to monitor and calculate # of beds this would require for the priority ward	<i>none specified</i>
	b) Using the current monitoring plan, revise using the new # of beds and determine staffing and resource needs to monitor this # of beds on a weekly, biweekly and monthly basis	SampleMonitor_Plan
	c) Quantify the additional staff time and resources needed in terms of required budget	<i>none specified</i>
	d) Meet with facility administration/leadership to review the revised monitoring plan, which meets Best Practices, and seek approval and additional resources as needed	<i>none specified</i>
M5. Monitoring data is periodically analyzed for trends	a) Meet with IPC committee/focal point to review current monitoring reports, collect available records of previous monitoring and discuss data entry and analytic needs to develop trends reports	SampleMonitor_Report
	b) Create a list of any additional resources required (e.g., data entry laptop, staff time) to routinely input and conduct analysis of monitoring data on a monthly basis	<i>none specified</i>
	c) Meet with facility administration/leadership to review the analysis plan and seek approval and additional resources as needed (e.g., refresher trainings, supply and staffing needs)	<i>none specified</i>
M6. Summary or aggregate reports from monitoring are shared with facility administration	a) Meet with IPC committee/focal point to review or prepare report using recent data and then review the findings with leadership from the priority ward	SampleMonitor_Report
	b) Review findings with leadership from priority ward and prepare action plan to address findings if needed (including outlining the potential causes of deficits and proposing solutions that could be implemented)	<i>none specified</i>
	c) Meet with facility administration to share findings, potential solutions and needs so that identified issues can be addressed; seek approval to secure additional resources as needed to address findings	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
BE1. Piped water available in both services and sluice area	To address larger infrastructure needs, consult relevant WHO guidance and work with local partners (e.g., MOH, NGOs) to create a plan for addressing water needs for cleaning in priority ward	See WASH FIT: A practical guide for improving quality of care through water, sanitation and hygiene in health care facilities. Second edition (who.int) Annex 6 (Technical factsheet 3: Safe Plumbing for WASH services in health care facilities)
BE2. Utility sinks/ drains available in both services and sluice area	To address larger infrastructure needs, consult relevant WHO guidance and work with local partners (e.g., MOH, NGOs) to create a plan for addressing water needs for cleaning in priority ward	See WASH FIT: A practical guide for improving quality of care through water, sanitation and hygiene in health care facilities. Second edition (who.int) Annex 6 (Technical factsheet 3: Safe Plumbing for WASH services in health care facilities)
BE6. Defined process/ policy for furniture and equipment procurement according to Best Practices	a) Review Best Practices for information on materials for furniture and equipment with the procurement department	<i>none specified</i>
	b) Assign someone responsible for drafting or editing current procurement policy to reflect purchasing materials that conform to Best Practices	<i>none specified</i>
	c) Review draft policy with procurement leadership, facility leadership and administration	<i>none specified</i>
	d) If needed, research additional suppliers / manufacturers who can provide equipment and furniture which corresponds to Best Practices and add to approved list of suppliers	<i>none specified</i>
P11. Essential SOPs available for other patient care areas, at least for high-risk wards	a) Use results of risk assessment to prioritize additional high-risk wards for SOP review and updates	Risk Assessment results
	b) In high-risk wards, review existing SOPs against sample essential SOPs	SampleSOP_folder
	c) Make additions/revisions to existing SOPs	<i>none specified</i>
	d) Meet with key stakeholders to review updated SOPs and seek input as appropriate; at a minimum, include cleaning program focal point and IPC focal point/ committee	<i>none specified</i>
	e) Meet with facility administration/leadership to review updated draft SOPs and seek approval for training of cleaning staff on updated procedures (as needed)	<i>none specified</i>
	f) Conduct refresher training for cleaning staff and supervisors on updated SOPs and/or share with contract company (as applicable)	<i>none specified</i>

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Program Element (in recommended order)	Recommended Actions (copy to Action Plan, as appropriate/applicable)	Program Improvement Tools and External Resources (send requests for tools to iicp@cdc.gov to receive a copy)
M8. External audits of full cleaning program are conducted periodically according to Best Practices	a) Review Best Practices for guidance on external auditing	<i>none specified</i>
	b) Review examples of program audits	SampleProgramAudit
	c) Meet with procurement department and facility administration to source potential companies to perform audits; contact district level public health department to consult on potential for environmental health officers to audit	<i>none specified</i>
	d) Meet with facility leadership to present findings, including any resource needs (budget, contract), for initiating annual or bi-annual program audits	<i>none specified</i>