

Environment Tool

Environment Tool Instructions

Suggested Lead:	Unit Manager or Unit Champion
Suggested Support:	Unit Staff, Infection Prevention and Control, Facilities
Approximate Completion Time:	1 to 3 hours (5 – 10 minutes per room)

Objectives

- To assess the current environment of an individual clinical unit in your facility.
 - To improve the unit's current environment by making it meet the needs of your staff.
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How to use this tool

1. Complete the **Patient Room Checklist** in every patient room on your unit. A total of 18 environment recommendations are found in this checklist.
 2. Complete the **Hallway Checklist** in the hallway of your unit. A total of 19 environment recommendations are found in this checklist.
 3. Meet to discuss the recommendations that were not met and plan next steps. Consider the risks associated with product locations. You may wish to involve your staff to decide which locations would best meet their needs. If so, **Sticker Placement Activity Guide** will help you involve your staff.
 4. Standardize placement of products, wherever possible, to minimize time spent looking for hand hygiene products around the unit.
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Before you start

You will need:

- Multiple copies of the Patient Room Checklist (one checklist per patient room)
 - One copy of the Hallway Checklist
 - A measuring tape
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Recommendation categories

Important-to-Have recommendations are based on:

- Nationally legislated requirements (*NOTE: These recommendations will be indicated*); and/or
- Best practice (the minimum standard based on current recommendations in the medical literature); and/or
- Human factors principles.

Nice-to-Have recommendations are based on:

- Advisory or optional recommendations.
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Human Factors Principles

The following human factors principles were applied to generate the recommendations contained in the Patient Room and Hallway Checklists: (See ***What is a User-Friendly Hand Hygiene Environment?*** for a full explanation of these principles.)

Visibility <V>

Efficiency <E>

Accessibility <A>

Flexibility <F>

Consistency <C>

Error Prevention <EP>

Special Notes

- This tool is not intended to be used in units where the patient population may ingest hand hygiene products (namely, ABHR, soap, and lotion). For such units, follow **Sticker Placement Activity** to understand where products could be best located. Also, consider ABHR and lotion for personal carry.
 - The Patient Room Checklist is intended to assess patient rooms. It is not intended to assess the patient washrooms.
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Patient Room Checklist

Patient Room Checklist

Alcohol-Based Hand Rub (ABHR)

Recommendation	Met	Not Met	N/A	Rationale / Notes
1. At least one ABHR dispenser is located inside the room. <i>If Not Met, skip to #2.</i> <i>If Met:</i>	<input type="checkbox"/>	<input type="checkbox"/>		TIP: Patients should be able to see their healthcare provider clean their hands.
a. At least one ABHR dispenser is located at the point-of-care (i.e. within 3 ft (91cm) from where care is provided). ¹ <i>[For multi-bed rooms, at least one ABHR dispenser is located by each bed.]</i>	<input type="checkbox"/>	<input type="checkbox"/>		To support staff in cleaning their hands. <C> DEFINITION: Point-of-care (POC) refers to where the following three elements are present at the same time: the patient, the healthcare provider, and care involving contact. ² Examples of POC dispensers include dispensers on: footboards, table tops, bed rails, and IV poles.
b. An ABHR dispenser is not located immediately next to sinks.	<input type="checkbox"/>	<input type="checkbox"/>		To avoid an increase in skin irritation when ABHR is immediately used after washing hands with soap and water. ²
c. An ABHR dispenser is not located immediately next to soap dispenser.	<input type="checkbox"/>	<input type="checkbox"/>		To avoid any confusion between ABHR and soap products. <EP>
2. An ABHR dispenser is located by the door outside the room. ² <i>If Not Met, skip to #3.</i> <i>If Met:</i>	<input type="checkbox"/>	<input type="checkbox"/>		To enable staff to clean their hands before and after patient contact. <C>
a. Doorway ABHR dispensers are located within comfortable reach of the door.	<input type="checkbox"/>	<input type="checkbox"/>		To eliminate any excess reaching that may be required while moving through the doorways. <A> <V> <E>
b. ABHR is on the same side of the door as the door handle, wherever doors have handles. <i>[Check 'N/A' if the door(s) do not have handles]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To easily access the ABHR before opening and after closing the door. <A> <V> <E>
3. An ABHR dispenser is located by the door inside the room. <i>If Not Met, skip to #4.</i> <i>If Met:</i>	<input type="checkbox"/>		<input type="checkbox"/>	To enable staff to clean their hands before and after patient contact. <C>
a. Doorway ABHR dispensers are located within comfortable reach of the door.	<input type="checkbox"/>		<input type="checkbox"/>	To eliminate any excess reaching that may be required while moving through the doorways. <A> <V> <E>

Important-to-Have

Nice-to-Have

4. Total number of ABHRs in this room (including any just outside the room): _____ *If zero, skip to #6.*

Alcohol-Based Hand Rub (ABHR) [Continued]

Recommendation	Met	Not Met	Rationale / Notes
5. ALL ABHRs:			
a. Are in clear view from the room entrance.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure products are visible as staff walk toward the patient. <V>
b. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to #5d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
c. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that products are not inadvertently moved from their assigned locations. <EP> TIP: Where space limitations exist, consider mounting ABHR on IV poles or footboards.
d. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of ABHR at all times. <A>
e. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure ABHR does not interfere with other products in the environment. <A>
f. Are not located near ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	To decrease the risk of fire. <EP>
g. Are within comfortable reach. (Note: Comfortable reach is considered a nozzle or actuator height of 95-119cm (37 - 47in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Elbow height for adults in the United States ranges from 95cm to 119cm. ³
h. Have refills that are stocked in the room	<input type="checkbox"/>	<input type="checkbox"/>	To increase the efficiency of replenishing products. <E>
Important-to-Have			
Nice-to-Have			

Glove Box Holders

Recommendation	Met	Not Met	Rationale / Notes
6. At least one glove box is located inside the room. <i>If Not Met, skip to Sink & Surrounding Area.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To promote donning gloves at the point-of-care.
7. Glove boxes are located within glove box holders inside the room. <i>If Not Met, skip to #8.</i> <i>If Met:</i>	<input type="checkbox"/>	<input type="checkbox"/>	
a. An ABHR dispenser is located within comfortable reach of glove box holders located inside the room.	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand cleaning prior to donning gloves. <E>
b. Extra glove boxes are stored within the room.	<input type="checkbox"/>	<input type="checkbox"/>	To increase the efficiency of replenishing products. <E>
8. One glove box holder is located immediately outside the room.	<input type="checkbox"/>	<input type="checkbox"/>	To promote donning gloves before entering a patient's room.
Important-to-Have			
Nice-to-Have			

9. Total number of glove box holders in this room (including any just outside the room): _____ *If zero, skip to #11.*

Recommendation	Met	Not Met	Rationale / Notes
10. ALL glove box holders:			
a. Are in clear view from the room entrance.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure products are visible as staff walk toward the patient. <V>
b. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to #10d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
c. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that products are not inadvertently moved from their assigned locations. <EP>
d. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of glove box holders at all times. <A>
e. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure glove box holders do not interfere with other products in the environment. <A>
f. Are within comfortable reach. (Note: Comfortable reach is considered an access point height of 121-152cm (48 - 60 in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Shoulder height for adults in the United States ranges from 121cm to 152cm. ³
g. Have a place for three glove boxes.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure all glove sizes are available at all times.
h. Contain glove boxes in a standardized order:			To increase the efficiency of accessing the correct glove size. <E>
▪ For horizontally-oriented holders, gloves are organized by size: Small, Medium, Large (L to R).	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: Standardization simplifies workload by enabling staff to predict where products are located. ⁴
▪ For vertically-oriented holders, gloves are organized by size: Small, Medium, Large (Bottom to Top).	<input type="checkbox"/>	<input type="checkbox"/>	
Important-to-Have			
Nice-to-Have			

Hand Washing Sinks & Surrounding Area

Recommendation	Met	Not Met	Rationale / Notes
11. A sink that is dedicated solely to handwashing is located inside the room. <i>If Not Met, skip to #12. If Met</i>	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: Hand washing sinks should not be used for any other purpose as this will increase the risk of subsequent hand contamination. ²
a. A “Handwashing Only” sign hangs immediately by the sink.	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: If a handwashing sink is not available in the room, access to a sink located elsewhere on the unit is necessary to wash hands that are visibly soiled. To indicate that sinks are for hand washing only and not for cleaning of equipment, emptying of intravenous and other solutions. ²
b. The sink is located within 3ft (91cm) of the door. ²	<input type="checkbox"/>	<input type="checkbox"/>	To ensure staff can wash their hands after the removal of personal protective equipment prior to leaving the room.
c. The sink is located 1 meter (3.3 ft) or more from the patient and clean supplies (e.g. gloves, gauze). ⁵	<input type="checkbox"/>	<input type="checkbox"/>	To protect the patient and clean supplies from splash contamination. <EP>
d. Back and side splashes are mounted near sinks. ⁶	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
e. Backsplashes extend under the soap dispenser. ⁷	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
f. Backsplashes extend under the paper towel dispenser. ⁷	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
g. Backsplashes extend to a minimum of 60cm (24in) above sink level and a minimum of 25cm (10in) below sink level. ⁶	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
h. A soap dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of soap when it is needed. <E> <A>
i. Sufficient hand clearance is found between a soap dispenser and sink levers.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of soap when it is needed. <E> <A>
j. The sink is free of bar soap. ²	<input type="checkbox"/>	<input type="checkbox"/>	To mitigate the risk of cross contamination that may result from sharing bar soap. <EP>
k. A paper towel dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To enable staff to dry their hands after washing. <E> <A>
l. A hot-air dryer is not located inside the room. ²	<input type="checkbox"/>	<input type="checkbox"/>	To decrease the time required for hand drying. <E> <A> NOTE: Warm air currents dry hands slowly and can be used by only one individual at a time. This results in queues and the temptation to dry hands on clothing. ⁶
m. A lotion dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand moisturizing after hand washing. <E> <A>
Important-to-Have			
Nice-to-Have			

Hand Washing Sinks & Surrounding Area *[Continued]*

12. Total number of sinks in this room: _____ *If zero, skip to #14.*

Recommendation	Met	Not Met	Rationale / Notes
13. ALL sinks:			
a. Are in clear view from the room entrance.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure visibility of sinks at all times. <V>
b. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of sinks at all times. <A>
Important-to-Have			
Nice-to-Have			

Waste Receptacle

Recommendation	Met	Not Met	Rationale / Notes
14. At least one waste receptacle that is foot-operated or lid-free and is lined with a waste bag is located in the room.	<input type="checkbox"/>	<input type="checkbox"/>	To promote disposal of gloves that may be used within the room. <A>
<i>If Met:</i>	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that paper towels used to dry hands and turn off sink taps can be thrown out as needed. <E>
a. One waste receptacle is located by the sink. ²			<A>
Important-to-Have			
Nice-to-Have			

15. Total number of waste receptacles in this room: _____

Lotion

Recommendation	Met	Not Met	Rationale / Notes
16. A facility-approved lotion dispenser is available inside the room.	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand moisturizing.

Important-to-Have
Nice-to-Have

17. Total number of lotions in this room (including any just outside the room): _____ *If zero, omit #18.*

Recommendation	Met	Not Met	Rationale / Notes
18. ALL lotion bottles or dispensers:			
a. Are in clear view from the room entrance.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure products are visible as staff walk toward the patient. <V>
b. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to #18d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
c. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	TIP: Where space limitations exist, consider mounting ABHR on IV poles or footboards. To ensure that products are not inadvertently moved from their assigned locations. <EP>
d. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of lotion at all times. <A>
e. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure lotion does not interfere with other products in the environment. <A>
f. Are within comfortable reach. (Note: Comfortable reach is considered an access point height of 95-119cm (48 - 60 in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Elbow height for adults in the United States ranges from 95cm to 119cm. ⁶

Important-to-Have
Nice-to-Have

Completed By: _____

Date: _____

Hallway Checklist

Hallway Checklist

Alcohol-Based Hand Rub (ABHR)

Recommendation	Met	Not Met	N/A	Rationale / Notes
1. At least one ABHR dispenser is located by the door to the soiled utility room. <i>[Check 'N/A' if you do not have a soiled utility room.] If Not Met, skip to #2.</i> If Met: a. Doorway ABHR dispensers are located within comfortable reach of the door. b. ABHR is on the same side of the door as the door handle, wherever doors have handles. <i>[Check 'N/A' if the door(s) do not have handles.]</i>	<input type="checkbox"/>	<input type="checkbox"/>		To promote hand cleaning after risk of contact with bodily fluids. To eliminate any excess reaching that may be required while moving through the doorways. <A> <V> <E> To easily access the ABHR before opening and after closing the door. <A> <V> <E>
2. ABHR is located within comfortable reach of: <i>[Check 'N/A' if you do not have the following equipment on your unit.]</i> a. specimen drop-off bins. b. blood analysis machines. c. urine analysis machines. d. pneumatic tube systems.	<input type="checkbox"/>	<input type="checkbox"/>		To promote hand cleaning after risk of contact with bodily fluids. TIP: Ensure ABHR placed in these locations are small and slender in profile.
3. ABHR is located: a. in and around nurses' stations and substations. b. computer-on-wheels (COWs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of ABHR at all times. <A> NOTE: Ensure that ABHR bottles located on COWs are small in size are not place on work surfaces.
4. ABHR is located at the main entrance of each unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand cleaning upon entering or leaving the unit. <A>

Important-to-Have
Nice-to-Have

5. Total number of ABHRs in the hall: _____ If zero, skip to #7.

Alcohol-Based Hand Rub (ABHR) [Continued]

Recommendation	Met	Not Met	Rationale / Notes
6. ALL ABHRs:			
a. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to #6d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
b. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that products are not inadvertently moved from their assigned locations. <EP> TIP: Where space limitations exist, consider mounting ABHR on IV poles or footboards.
c. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of ABHR at all times. <A>
d. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure ABHR does not interfere with other products in the environment. <A>
e. Are not located near ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	To decrease the risk of fire. <EP>
f. Are within comfortable reach. (Note: Comfortable reach is considered a nozzle or actuator height of 95-119cm (37 - 47 in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Elbow height for adults in the United States ranges from 95cm to 119cm. ⁶
<div>Important-to-Have</div> <div>Nice-to-Have</div>			

Glove Box Holders

Recommendation	Met	Not Met	Rationale / Notes
7. Glove box holders are located in the hall.	<input type="checkbox"/>	<input type="checkbox"/>	To promote donning gloves before entering a patient's room.
<div>Important-to-Have</div> <div>Nice-to-Have</div>			

8. Total number of glove box holders in the hall (including any just outside the room): _____ *If zero, skip to #10.*

Recommendation	Met	Not Met	Rationale / Notes
9. ALL glove box holders:			
a. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to # 9d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
b. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that products are not inadvertently moved from their assigned locations. <EP>
c. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of glove box holders at all times. <A>
d. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure glove boxes holders do not interfere with other products in the environment. <A>
e. Are within comfortable reach. (Note: Comfortable reach is considered an access point height of 121-152cm (48 - 60 in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Shoulder height for adults in the United States ranges from 121cm to 152cm. ⁶
f. Have a place for three glove boxes.	<input type="checkbox"/>	<input type="checkbox"/>	To increase the efficiency of accessing the correct glove size. <E>
g. Contain glove boxes in a standardized order: <ul style="list-style-type: none"> For horizontally-oriented holders, gloves are organized by size: Small, Medium, Large (L to R). For vertically-oriented holders, gloves are organized by size: Small, Medium, Large (Bottom to Top). 	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: Standardization simplifies workload by enabling staff to predict where products are located. ⁴
<div>Important-to-Have</div> <div>Nice-to-Have</div>			

Hand Washing Sinks & Surrounding Area

Recommendation	Met	Not Met	Rationale / Notes
10. A sink that is dedicated solely to handwashing is located in the hallway. <i>If Not Met, skip to #11. If Met</i>	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: Hand washing sinks should not be used for any other purpose as this will increase the risk of subsequent hand contamination. ²
a. A "Handwashing Only" sign hangs immediately by the sink.	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: If a handwashing sink is not available in the room, access to a sink located elsewhere on the unit is necessary to wash hands that are visibly soiled. To indicate that sinks are for hand washing only and not for cleaning of equipment, emptying of intravenous and other solutions. ²
b. The sink is located 1 meter or more from clean supplies (e.g. gloves, gauze). ⁵	<input type="checkbox"/>	<input type="checkbox"/>	To protect the clean supplies from splash contamination. <EP>
c. Back and side splashes are mounted near sinks. ⁶	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
d. Backsplashes extend under the soap dispenser. ⁷	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
e. Backsplashes extend under the paper towel dispenser. ⁷	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
f. Backsplashes extend to a minimum of 60cm (24in) above sink level and a minimum of 25cm (10in) below sink level. ⁶	<input type="checkbox"/>	<input type="checkbox"/>	To protect surfaces near sinks against splash contamination and fungal growth. <EP>
g. A soap dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of soap when it is needed. <E> <A>
h. Sufficient hand clearance is found between a soap dispenser and sink levers.	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of soap when it is needed. <E> <A>
i. The sink is free of bar soap. ²	<input type="checkbox"/>	<input type="checkbox"/>	To mitigate the risk of cross contamination that may result from sharing bar soap.
j. A lotion dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand moisturizing after hand washing. <E> <A>
k. A paper towel dispenser is located near the sink.	<input type="checkbox"/>	<input type="checkbox"/>	To enable staff to dry their hands after washing. <E> <A>
l. A hot-air dryer is not located near the sink. ²	<input type="checkbox"/>	<input type="checkbox"/>	To decrease the time required for hand drying. <E> <A> NOTE: Warm air currents dry hands slowly and can be used by only one individual at a time. This results in queues and the temptation to dry hands on clothing. ⁶
<div>Important-to-Have</div> <div>Nice-to-Have</div>			

Hand Washing Sinks & Surrounding Area *[Continued]*

11. Total number of sinks in this room: _____ *If zero, skip to #13.*

Recommendation	Met	Not Met	Rationale / Notes
12. ALL sinks:			
a. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of sinks at all times. <A>
<div> <div>Important-to-Have</div> <div>Nice-to-Have</div> </div>			

Waste Receptacle

Recommendation	Met	Not Met	N/A	Rationale / Notes
13. At least one waste receptacle that is foot-operated or lid-free and is lined with a waste bag is located in and around nurses' stations and substations.	<input type="checkbox"/>	<input type="checkbox"/>		To promote disposal of waste disposal (e.g. paper towels, gloves) as needed. <F>
14. A waste receptacle that is foot-operated or lid-free and is lined with a waste bag is located near the sink. ²	<input type="checkbox"/>	<input type="checkbox"/>		To ensure that paper towels used to dry hands and turn off sink taps can be thrown out when needed. <E> <A>
15. One waste receptacle that is foot-operated or lid-free and is lined with a waste bag is located by: <i>[Check 'N/A' if you do not have the following items on your unit.]</i>				To promote disposal of waste (e.g. paper towels, gloves) that has potentially come into contact with bodily fluids. <F>
a. specimen drop-off bins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. blood analysis machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. urine analysis machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. pneumatic tube systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Important-to-Have				
Nice-to-Have				

16. Total number of waste receptacles in the hallway: _____

Lotion

Recommendation	Met	Not Met	Rationale / Notes
17. A facility-approved lotion dispenser is available in and around nurses' stations and substations.	<input type="checkbox"/>	<input type="checkbox"/>	To promote hand moisturizing as needed. <F>

Important-to-Have
Nice-to-Have

18. Total number of lotions in the hallway: _____ *If zero, omit #19.*

Recommendation	Met	Not Met	Rationale / Notes
19. ALL lotion bottles or dispensers:			
a. Are mounted on vertical surfaces that are free of clutter (e.g. walls, doors, and splashboards). <i>If Not Met, skip to #19d.</i>	<input type="checkbox"/>	<input type="checkbox"/>	To increase accessibility and visibility of products and to keep countertops or desk space clear for use by staff. <A> <E>
b. Are securely fixed (i.e. appropriate screws and anchors have been used or manufacturer's adhesives have been applied as instructed).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure that products are not inadvertently moved from their assigned locations. <EP> TIP: Where space limitations exist, consider mounting ABHR on IV poles or footboards.
c. Are not blocked by movable objects (e.g. medical equipment, supply carts, and chairs) nor fixed objects (e.g. structural beams or pillars).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure accessibility of lotion at all times. <A>
d. Are not blocking other objects (e.g. power outlets and gas outlets).	<input type="checkbox"/>	<input type="checkbox"/>	To ensure lotion does not interfere with other products in the environment. <A>
e. Are within comfortable reach. (Note: Comfortable reach is considered an access point height of 95-119cm (48 - 60 in) from the floor.)	<input type="checkbox"/>	<input type="checkbox"/>	To minimize reaching required to access products at uncomfortable heights. <A> NOTE: Elbow height for adults in the United States ranges from 95cm to 119cm. ⁶

Important-to-Have
Nice-to-Have

Sticker Placement Activity

Purpose

The purpose of this activity is to engage staff in deciding on the placement of hand hygiene products on the unit. Participation from different staff groups will ensure that identified locations will be aligned with various user workflows.

Necessary supplies

CPSI will provide the following stickers:

- Blue stickers to identify locations for hand sanitizers
- Yellow stickers to identify locations for gloves
- Pink stickers to identify locations for soaps
- White stickers to identify locations for lotions
- Black stickers to identify locations for waste receptacles (*optional*)

Description:

Different coloured stickers will be distributed to all staff on the unit including physicians, nurses, nursing assistants, personal support workers, housekeeping, as well as physiotherapists and occupational therapists, if applicable. Staff will use the appropriate coloured stickers to identify places where they would like hand sanitizers, glove box holders, soap dispensers, lotion dispensers and waste receptacles to be located. In order to identify optimal locations, instruct staff members to go about their days as usual. While doing so, each time they would like to sanitize their hands but a sanitizer is unavailable, instruct them to mark the location where they would like one installed. The same should be done to identify locations for gloves, soaps, lotions and waste receptacles.

Duration

Approximately 10 days

Procedure

Step 1 – Sticker Placement

- Hold a staff meeting to explain the purpose of this activity.
- Distribute the different colored stickers and describe what product each color represents.
- Instruct the staff to identify locations where different hand hygiene products should be installed to better support and improve their hand hygiene. Provide staff with **Table A1 - Things to Keep in Mind When Identifying Product Placement**.
- Allow staff to identify locations over a one-week period.

Step 2 – Discussion

- Hold another staff meeting to discuss the locations that have been identified for each product.
- Discuss the rationale behind each location to ensure that it is optimal.
- Determine and finalize the locations where each type of product should be installed.
- Note the exact locations, heights and orientations of the products.
- Wherever possible, standardize the location of products.
- Coordinate with the necessary people such as Maintenance and Facilities, to carry out the installation and remove the stickers.

Table 2 - 1 – Considerations When Identifying Product Locations

- Limitations while holding or carrying items
- Distance and height of objects for comfortable and convenient reach
- Physical and structural constraints of walls, beams and pillars
- Restrictions of field of view and/or line of sight
- Placement of products is not limited to walls. Locations can potentially include: footboards, over-the-bed tables, windows, pillars, etc.
- Patient population and their access to hand hygiene products
- If considering placement of products at the head of the bed, consider whether or not the path to the product is clear, and if reaching over the patient is required.
- Consider placement of products on mobile equipment, for example, computers on wheels, medication carts, and IV poles.

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