Preparing for your annual inspection

Please complete the following tasks before the inspection:

1. **Complete the inspection preparedness checklist**
2. **Review and update the following policies:**
   a. Emergency plan (loss of power, loss of water, etc.)
   b. Medication administration
      - Ensure all the steps for dispensing medication are clearly outlined.
      - Include storage, labelling and documentation procedures.
      - Include steps for when residents refuse medication.
   c. Infection control and outbreak manual
      - Ensure proper hand hygiene, PPE use, staff training, and audits.
      - Provide a clear protocol for identifying, reporting, isolating and managing outbreaks.
   d. General housekeeping and laundry
      - Ensure proper cleaning protocols (e.g. procedures to clean bathrooms, residents' rooms).
      - Maintain a cleaning schedule.
   e. Pet policy
      - Include vaccination requirements and make a copy of the vaccine record to show PHN during inspection.
   f. Footcare and personal service setting (PSS) policy
      - Include agency agreements.
      - Include last inspection from health unit. If PSS is not inspected by the health unit, please register using this [link](#).

3. **Ensure proper housekeeping and cleanliness**
   a. Conduct cleaning of all common areas, bedrooms, kitchens and bathrooms.
   b. Clean all high-touch surfaces.
   c. Ensure cleaning schedules are posted and followed.
   d. Ensure garbage disposal area is clean and pest-free.

4. **Complete the menu assessment tool.**
   a. Consult the [Menu Planning Resources for Living Establishments](#) webpage.

5. **Ensure adequate stock for:**
   a. gloves
   b. masks
   c. gowns
   d. face shields

6. Check that there is a **hand washing or disinfection sticker** in all shared bathrooms and at each hand washing or disinfection station. Replace any missing or badly damaged stickers.

7. Check that there is a **"no smoking" sticker** in all bathrooms (including bathrooms in residents' rooms) and on all exterior doors. Replace any missing or badly damaged stickers.

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If you require this information in an alternate format, please call 1-800-267-7120 and press 0.