

30 April 2020

Checklist for the Surgery– Covid-19 update

1. Protocol for patients at the time of calling for appointments to be screened for symptoms for infectious diseases and given advice re non-attendance if unwell.
2. Patients at time of calling for appointments are given information on the measures you have put in place to protect their health.
3. Patients are made aware of the remote consultation service.
4. Consideration of triage system to reduce unnecessary face to face consultations.
5. Stagger appointment times to reduce congestion, and if possible have more than one entry/exit points to surgery.
6. Notice on entrance warning not to enter if unwell.
7. Where possible have alternatives to touch based security devices such as keypads.
8. Only one patient in premises policy considered with system of mobile phone contact with patient when premises becomes free.
9. Hand cleansing offered to all patients on entrance in addition to PPE as required.
10. Hand cleansing offered at exit with safe PPE disposal point.
11. Protective screens for reception staff as required.
12. Use screens to create a physical barrier between people where appropriate.
13. PPE protocol for staff in place.
14. Provide dedicated storage for staff clothes and bags.
15. Staff to change into work uniforms on site using appropriate facilities/changing areas.
16. Washing uniforms on site rather than at home.
17. Introducing more one-way flow routes through buildings.
18. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs.
19. Regulating use of corridors, lifts and staircases.
20. Reviewing layouts to allow staff to work further apart from each other.
21. Using floor tape or paint to mark areas to help staff maintain 2m.
22. Avoiding employees working face-to-face. Working side-by-side or facing away from each other where possible.
23. Surface cleaning protocol in place before and after each patient. Cleaning activity visible to patients.
24. Hand washing signage in toilet facilities.
25. Clear signage re social distancing with obvious separation of seating.
26. Protocol in place for safe disposal of used PPE.

To be reviewed 30 May 2020