

30 April 2020

### Social distancing protocol for staff and patients

1. This protocol must be read by all staff and confirmation recorded by Practice Manager before any member of staff can join the clinic rota.
2. Responsibility for monitoring lies with the lead receptionist during each clinic session.
3. The lead receptionist will report any deliberate/ inappropriate breaches of protocol to the Practice Manager who will have the power to remove that member of staff from the workplace until the matter has been rectified through further training/ education. Persistent breaches will be considered a disciplinary matter of gross professional misconduct level.
4. Each member of staff is obliged to keep a minimum distance of **2m** between staff members and patients at all times unless there is 'clinical need'.
5. Each area will have a readily available fixed **2m** measure for easy reference for the avoidance of doubt.
6. 'Clinical need' is defined as requiring contact within a **2m** distance of a patient for the purpose of examination or administration treatment. This need will be assessed by the attending clinician and will be subject to 'Putting Patients Health First' policy and 'Infection Control Policy'.

To be reviewed 30 May 2020