

Taken from Derbyshire Community Health Services NHS Foundation Trust

IP&C CHECKLIST FOR RE-STARTING OF CLINICAL SERVICES

SAIS – drive through

1. Review/redesign service			
Hazard	YES /NO	Possible Actions	Action taken
Have alternatives options to face to face visits been considered?	Yes	<ul style="list-style-type: none"> • Telephone/video consultations 	Immunisations are unable to be delivered in any other way than face to face.
Has patient information be reviewed to include information on COVID19?	Yes	<ul style="list-style-type: none"> • Screening questions included for confirmed/possible infection • Advice provided on cancelling/rearranging appointments • Phone numbers included for advice/information 	Communications have been updated to explain the patient should not attend if they or anyone in their family are ill. The patients will be screened when appointments are booked and when arriving to the site. This will be undertaken from 2m.
Are staff able to maintain 2 metre social distancing rule with service user?	No	<ul style="list-style-type: none"> • Only carry out essential tasks/procedures • Use of PPE (see IP & C section below) 	
Have work schedules been reviewed to reduce number of staff within the department area to ensure 2 metre rule maintained?	Yes	<ul style="list-style-type: none"> • Essential staff only to attend department • Limit use of support staff as far as possible • Changes to start/finish times/shift patterns • Staggered break times/use of staff room/kitchens 	Where staff can maintain 2m distances they will, where they can't e.g. when delivering vaccines they will wear the required PPE. Staff are following guidelines such as working staggered days, times and working within bigger office spaces.



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		<ul style="list-style-type: none"> • Virtual handovers/staggered handovers • Conference calls instead of meetings • Staff to maintain social distancing in all areas including storerooms/stairways/walking from car park • Staff made aware of need to go home if they develop symptoms whilst at work and contact line manager. Staff required to comply with all latest guidelines re. covid testing and Trace and Test programme. 	
Has workflow been reviewed to ensure number of patients to department allows for 2 metre social distancing?	N/A	<ul style="list-style-type: none"> • Patients to attend by appointment only • Staggered appointment times, one in one out basis • Patients advised to attend appointments alone or with maximum of 1 person • Relatives/carers advised to wait outside where feasible 	
Are staff checking patient's COVID19 status?	Yes	<ul style="list-style-type: none"> • Telephoning patients prior to visits to ask screening questions • Reception staff asking screening questions prior to appointment • Clinical staff asking screening questions before consultation 	Screening is being taken both at booking and prior to service delivery.
2. Environment			



Are signs in place asking about COVID19 symptoms?	Yes	<ul style="list-style-type: none"> Posters displayed at entrance advising public not to enter the building but to go home and what to do if they have symptoms 	
Are signs in place to remind staff/public of 2 metre social distancing rule?	Yes	<ul style="list-style-type: none"> 2 metre social distancing posters displayed throughout department/area Markings on floor with 2 metre spacing 	
Has safety of reception staff been considered?	N/A	<ul style="list-style-type: none"> Doors locked and visitors required to press intercom/doorbell/ telephone given number for access Barrier erected or signage to maintain 2 metre social distancing 	
3. Infection Control			
Is Infection Control support available to staff?	Yes	<ul style="list-style-type: none"> If not currently available, teams to identify appropriate person/s to undertake the role of IP&C Safe Care Champion & provide name/ designation to IP&C Team Champion to carry out regular hand hygiene audits/uniform/BBE checks/ensure social distancing Ensure all staff aware of and access to COVID19 Plan/SOP 	The service has a IPC champion and undertake all required IPC audits and checks.
Are sufficient facilities provide to enable frequent/effective hand hygiene?	Yes	<ul style="list-style-type: none"> Access to sinks/soap/water/paper hand towels 	The service is being delivered in car parks however there will be access to toilets and hand basin along with hand sanitizer.



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		<ul style="list-style-type: none">• Access to hand sanitizer throughout department for staff and public• Ensure hand sanitizer available at entry/exit to department• Staff made aware of need to include washing wrist to elbow in addition to hand hygiene• Staff aware of need to wash hands for minimum of 20 seconds	
Staff uniforms	Yes	<ul style="list-style-type: none">• Staff aware of need to change at work where facilities are provided• Staff aware of need to transport uniform home in plastic NOT fabric bag• Staff aware of need to wash uniform on it's own at 60o	
If 2 metre social distancing cannot be maintained and direct patient care is essential is appropriate PPE available?	Yes	<ul style="list-style-type: none">• As a minimum, apron, fluid resistant surgical mask must be provided• Staff made aware of need to change aprons after every task/patient• Staff made aware that masks should be changed when wet/affecting breathing/damaged/contaminated or following a session• Eye wear available if there is a risk of splashing & worn sessionally	



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		<ul style="list-style-type: none">• Hand washing/use of hand sanitiser required before and after each patient.• Staff made aware of AGPs and Fit Mask Trained for FFP3 mask if necessary	
Is other COVID19 related infection control information available?	Yes	<ul style="list-style-type: none">• Hand washing posters displayed• Catch it, bin it, kill it cough/sneeze etiquette posters displayed	
Are cleaning products available to clean equipment between patient use and frequently touched areas e.g. counter tops/door handles?	Yes	<ul style="list-style-type: none">• Provision of Clinell Universal wipes• Cleaning schedules in place, fully completed and monitored	
Are systems in place for cleaning rooms following suspected/confirmed COVID19 positive cases?	Yes	<ul style="list-style-type: none">• Posters available to alert other staff that room is out of use• Cleaning staff trained & cleaning products & PPE available to conduct terminal clean	

- If staff have any queries or concerns then please contact the IP&C Team to discuss