Cleaning Checklist During the Covid-19 Pandemic

To be completed after each patient:

DATE: _____

TIME: _____

To be disinfected after patient leaves:

(Tick when completed)

Door Handles	
Eftpos machine	
Computer keyboard and mouse	
Phones	
Chairs where client sat	
Surfaces client may have touched e.g. front desk	
Stationary	
Bathroom	

Also to be disinfected daily:

(tick when completed)

Bathroom	
Eftpos machine and front desk	
All door handles	
Staff eating area	
Light switches	

Computer keyboards and mouse	
Phones	

Infection prevention and control

• Limit number of people within the clinic at the same time

• Keep your distance from staff and clients coming into the clinic

• Put up signs to inform people to keep their distance

• Section the clinic to encourage social distancing (staff working in separate rooms and keeping 2 meters apart)

• Provide hand sanitising gel for public to use before entering and when leaving the clinic

• Train the staff on handwashing, new policies, have daily huddles, keep up to date with the new government or local guidance and implementing them in the clinic

• Make sure staff regularly wash hands after entering/leaving a room, touching computers, pens, door handles, phones and interacting with clients as well as after eating etc

• Monitor the health of the team and send them home if they feel unwell

• Make sure surfaces are regularly cleaned including counters, chairs, door handles, stationary (encourage staff to use own pen), phones, keyboards, mouse, eftpos machine, staff eating areas etc – cleaning checklist to be completed

• Cover hard to clean equipment in clear bags

• Make sure you have enough waste bins and rubbish bags

• Encourage contactless payments - alternatively use gloves or wash hands after each transaction and after cashing up

Managing entry of clients and staff into the clinic

Staff – to sign in on arrival to clinic and sign out when leave

Clients -

• Limit the number of clients entering the clinic at any one time

• Establish a safe distance of at least 2 metres when attending to a client

• Place a sign at the front of your counter and on the front door to remind clients to maintain social distancing

• Keep door locked and only allow one client into clinic at a time where possible

• Advise patients to maintain a 2-metre physical distance from others within the clinic

• Consider covering shelves containing stock with clear plastic covers to prevent customers from self-selection

• Make up signs to place outside the clinic, to remind people not to enter if they have symptoms of COVID-19

Appointment Process

1. Call client to arrange time (one client in clinic at a time)
2. Questions for client to answer on phone:
    - Have you or a member of your household been overseas in the last 14 days?
    - Have you or a member of your household been in close contact with someone who has been exposed to COVID-19?
    - Do you or any members of your household have flu like symptoms, fever, cough or shortness of breath?
    - (if client answers yeas for Q1 or Q2 change appointment to a later date).
3. If client answers no to all 3 questions, go ahead with appointment.
4. Re-ask Q1, Q2 and Q3 on arrival and if patient answers no to all 3, continue as usual with physical distancing measures in the clinic.
5. Check urgency of appointment and where possible make appointment for a later date.

During appointments:

Clinic Eleven to see clients for surgery, wound checks and consultations if urgent. For these services, the following steps will be taken in order to protect the patient and staff:

- Record patient information, including time and date of appointment on Kitomba/timely etc

- Provide the patient with hand sanitiser

- Direct the patient to the surgery/consultation room when they enter the clinic, ensuring appropriate physical distancing

- Staff providing services to wear mask, gown, gloves and visor mask. Other staff to wear visor mask when client is in the clinic as well as regular handwashing.

- After appointment, patient to leave clinic ensuring appropriate physical distancing

- Staff to clean and disinfect the surgery/consultation room and clinic as per checklist

Delivering products

• Consider measures to reduce handling of products to avoid potential contamination. For example: set up a ‘drop box’ of some kind for clients to pick up their products and send items in the post where possible

Ways to protect yourself and others while making deliveries:

- Wash your hands or use sanitiser regularly before and after drop off
- Avoid touching surfaces that could be contaminated like doorbells, knockers, gates - use gloves or sanitise afterwards if you cannot wash your hands
- If you decide to use disposable gloves or a tissue when you ring the doorbell, remember to dispose of tissues and gloves properly and wash your hands or use sanitiser regularly
- Avoid touching your mouth, nose, or eye.
- Keeping a safe distance of at least 2 metres away from people. (May be helpful to call person before hand to explain how drop off will go).