



October 2020 e newsletter # 9 - SAFE OPERATION OF YOUR PRACTICE AS COVID NORMAL

Here are some suggested actions to take to operate your practice as COVID normal

PREPARING THE PRACTICE ENVIRONMENT

1. Open as many windows and doors during the work session to increase air exchange and reduce risk
2. Use a sneeze shield at reception. Place a table in front with handrub and your medicare machine
3. Avoid using the waiting room – protects other patients and staff who work in that area by less people sharing a space for a reduced length of time – bring your patients inside only when ready (reduces time spent inside)
4. Tea room is not used to sit in but you should wipe touched surfaces after use. Open the window, only use to access food drink but eat outside/own room/car
5. Declutter/ put items away after use - clear benches are easier and more effectively cleaned each day – if there is clutter, then after a case, the clean is longer, reopening is delayed and materials may have to be discarded.

PREPARING THE STAFF

Act as though you are presymptomatic and tomorrow you will show symptoms i.e you are infectious

6. Diarise your movements each day (refer to phone) – when/where/who/how long/inside or outside – limit this!
7. Do a full symptom check (10 symptoms) of all staff and all pts (not just a temp check or just “are you unwell”?)
8. Change mask and clean face shield 2 hourly with break – refer to cleaning protocol for faceshield /mask removal
9. No drinking or eating at a work station - reduces risk of virus accessing throat
10. Have just one staff at reception to reduce risk and place another in a room to make phone calls alone
11. Clean and disinfect all nearby high touch surfaces twice daily with a combined detergent /disinfectant wipe. Repeat with a fresh wipe if surface is visibly soiled – leave wet.
12. Scrubs can be worn by all staff if desired. Change before you leave and place in plastic bag and warm wash.

PREPARING THE PATIENTS

13. None or minimal exchange between staff and pts at reception i.e. avoid cash, do not share pen with pt, email receipts, medicare machine on table at 1.5m for pt only use – pt wipes after each use and does hand hygiene
14. If after telehealth the pt still needs to attend, see in their car/verandah/marquis. Bring inside only for examination and take pt outside for discussion back to car for discussion to reduce time inside
15. All staff inc reception wear a mask and faceshield unless working in a room not used by anyone else - open window and clean touch surfaces after use. No sharing of headsets.
16. Wipe all equipment used after every pt e.g. steth, oximeter, BP machine, couch, arm rests, bench edge

Tell your patients what you are doing to make the practice safer for everyone - they need to know and see it!

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