|  |  |  |
| --- | --- | --- |
| **DATE** | **PREMISES HEALTH & SAFTEY** | **COMMENTS** |
|  | Entrance /exit protocol *i.e. which entrance /exit should be used; hand sanitizing on entering & exiting the building* |  |
|  | Temperature checks on entry to building (if this is protocol in service) – *how this is managed / what to expect if temp is too high* |  |
|  | Building doors / windows to remain open / shut – *outline relevant local procedures i.e. internal doors left open / cleaning hands after touching door etc* |  |
|  | Building Zones – i.e. Red(Amber)/Green ; Hot / Cold*Ensure staff member understands which areas it is appropriate for them to use* |  |
|  | Handwashing – point out hand sanitizer stations / posters and remind of the need for strict handwashing / sanitising protocol |  |
|  | Toilets – *any changes to staff toilets being used, note paper towels are being used in place of hand driers* |  |
|  | Working Space **–** *are they able to use their usual desk/duty station? Or do they need to work elsewhere as a result of H&S protocols.*Note: Stress importance of abiding by ‘Do Not Use’ signage |  |
|  | Workspace Cleaning Regime i.e. *in addition to daily external cleaning that it taking place*. Point out cleaning stations which have Clinell wipes and hand sanitizer:* Desks - explain need for Clear Desk Policy and to clean desk space /equipment used (keyboard/phone) at the start and end of each shift
* Clinical Workspace – outline appropriate cleaning process after physical patient consultation (depending on nature of consultation)
* IUC cars – drivers to clean their car area/equipment at start and end of each shift
* Meeting rooms – hand sanitizer and Clinell wipes in all mtg rooms.
 |  |
|  | Common Areas – *highlight changes to any spaces that may be used for eating / socialising i.e.* * *need to maintain >2m guidance (re-configured seating in place)*
* *clarify how many people can use at any one time / staggered lunchbreak arrangements*
* *how to store food in shared fridges etc*
* *encourage to bring own cutlery (shared use not encouraged)*
* *any shared items used straight in dishwasher (if available)*
* *ensure maintain strict handwashing/sanitising*
 |  |
|  | Tea / Coffee making facilities **–** *outline any changes i.e. only 1 person in the kitchen area at any one time; protocol for making drinks etc* |  |
|  | Meeting Rooms – social distancing to be observed; encourage use of webcam/video conferencing to avoid overcrowding; observe cleaning protocol after use (see Cleaning Regime above) |  |
|  | Feeling Unwell - protocol for what to do if they feel symptomatic in the Workplace *i.e. isolation room / sent home / testing arranged* |  |
|  | Emergency Evacuation – *protocol for emergency evacuation i.e. fire/accident, noting no need to stay 2m apart if it would be unsafe but particular attention to sanitisation measures afterwards.*  |  |

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| --- | --- | --- |
| **DATE** | **JOB ROLE**  | **COMMENTS** |
|  | PPE - Discuss / explain any PPE relevant for their role i.e.* what should they use
* how do they get it
* what to do if it runs out
 |  |
|  | Duties – any changes to their specific tasks in light of temporary workplace adjustments i.e. * no longer at reception desk
* need to take patient temperature
* need to clean work space at start and end of each shift / consultation
* dealing with patient consultations via video
* *etc, etc*
 |  |
|  | Agreed timetable for Team / Role i.e. how / where to find who is in the Workplace on which days. |  |
|  | Protocol for any changes to agreed timetable – who do they need to let know |  |
|  | Communication – explain what daily / weekly meetings might be in place for staff member and how to join them i.e. *not necessarily in a mtg room in order to avoid over-crowding / use of web cams, video conferencing etc* |  |
|  | Who / How to notify if they are unwell and unable to come into workplace - *noting that this might have changed in light of Covid* |  |
|  | Who to speak to if they are unsure about anything in the Workplace *– reassure them it’s OK to check if they are unsure*  |  |
|  | Health & Well Being – signpost to Health & Well Being Hub / Line Manager |  |
|  | **PATIENT PROTOCOL** |  |
|  | Update on current protocol for patients arriving at premises i.e. patient access has been reduced with increased contact via online/video consultations. For patients accessing premises how is this managed i.e.* entrance protocol for pts *i.e. met at door /phone call to Host on arrival at IUC base*
* taking patient temperatures, what to do if temp is too high
* if masks are being issued to visiting patients
* hand sanitiser protocol for patients
* PPE for staff greeting patients etc
* how social distancing is being managed i.e. floor tape, seating plans in waiting areas etc
 |  |
|  | **SERVICE SPECIFIC PROTOCOL** |  |
|  | Update on any Service specific protocol not covered already – noting detail in the comments box overleaf |  |

**FINALLY – *WELCOME BACK* ! IT’S A LOT TO TAKE IN BUT WE WANT YOU TO FEEL COMFORTABLE WITH AND CONFIDENT ABOUT THE CHANGES**

Manager Name: ……………………………………………………… Signature …………………………………………

*or name of person conducting Induction*

Staff Member Name: ………………………………………………. Signature ………………………………………..

**ANY OTHER COMMENTS / DISCUSSION PLEASE NOTE HERE:**