

PAM Group Clinic Hygiene Procedures



Introduction

Following the recent outbreak of the flu virus Covid 19 “Corona Virus”, the business has applied an increased hygiene policy as a method of managing the spread of germs and potential infection within our clinics and offices.

The most effective deterrent

The most effective deterrent and control of germs is appropriate hygiene and cleanliness standards personally and within our clinic's and workplace. It is everyone's responsibility to ensure that the highest levels of personal and workplace hygiene are in place continuously.

Status of the Policy

This Policy is part of our PAM Group clinical management and quality procedures and should be followed by all colleagues and visitors. The Policy will be reviewed on an ongoing basis in line with the extent of the virus spreading.

Colleague Procedures

It is essential that all colleagues take action to ensure that they follow the highest levels of hygiene standards given that there is an increased risk of a virus spreading. These actions should be followed:

1. Regular hand washing and use of alcohol-based cleaning gels should be carried out. Spread of germs via hands is a major contributor this can be minimised by washing your hands or using cleaning gels regularly particularly when;
 - Touching public surfaces
 - Carrying out examinations of others
 - Prior to eating food
 - We recommend that hand washing is carried out at least 3 times per day.
2. Clinician's must wash their hands after every appointment with an employee where there has been any physical contact by the clinician with any other person.
3. The single use of tissues and disposal after each use is recommended. When sneezing or coughing:
 - Cough or sneeze into a tissue
 - Dispose of the tissue in a bin immediately after use
 - Avoid coughing or sneezing near others
4. Keep your personal workspace clean and tidy at all times, whilst the company has cleaners who carry out routine cleaning, we would encourage colleagues to clean their own personal workspace using anti-bacterial wipes or cleaning materials.

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5. Regularly clean office phones and computers.
6. Regularly wash your cups, plates and eating utensils.
7. If you are feeling unwell with colds or flu symptoms it is unlikely to be Covid -19 but discuss with your manager working from home or how you minimise the spread of any germs.

Clinic and Workplace Procedures

The following procedures should be applied to all clinics and workplaces:

1. Clinics must be cleaned daily this should include floor, toilets, work tops and kitchen areas.
2. A forthrightly deep clean should be carried out to ensure that the clinics are germ free.
3. Work spaces and reception areas should be cleaned regular with anti-bacterial cleaning materials.
4. Posters and signage should be displayed in receptions and in each consultation room
 - Catch it kill it bin it
 - Flu symptoms and prevention posters
 - Appropriate signage and instruction to all colleagues and visitors
5. Reception desks and log in terminals should be cleaned during the working day.
6. All clinic rooms where a consultation involves any physical touch must have hand cleaning facilities.
7. The introduction of visitor screening questions will be introduced at receptions.
8. All managers are responsible for ensuring compliance with this procedure.

James Murphy Managing Director

PAM Group

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