

Keeping your practice COVID-safe

Since the onset of the COVID-19 pandemic, practices have implemented a range of infection prevention and control measures in order to maintain the safety of staff and patients. As Australia moves through various stages of the pandemic, everyone must remain vigilant.

The following checklist is designed to support practices in maintaining a healthy work environment during this time, and should be considered in conjunction with the RACGP *Infection prevention and control standards*.

Keeping a COVID-safe practice	
	Have printed fact sheets available for patients to read and take home covering basic COVID-19 information, including good hygiene, social distancing and isolation guidance
	Maintain sufficient personal protective equipment (PPE) stock and ensure all staff know how to don and remove all equipment
	Ensure procedures and plans for managing patients presenting with respiratory symptoms are in place
	Ensure there is a staff vaccine policy in place, including up-to-date records
	Ensure all staff are educated in the principals of infection prevention and control, and aware of their roles when managing patients presenting with COVID-19 symptoms
	Ensure infection prevention and control policies are up to date and abided by
	Maintain distancing rules where possible, including at the reception desk and in any staff break rooms
	Ensure regular and routine cleaning of commonly used areas such as staff break rooms, consultation rooms, reception and patient waiting rooms
	Clear consultation rooms of any unnecessary equipment
	Have hand sanitiser available in all used rooms and waiting areas
	Tape a line on the floor indicating 1.5 m between patients and reception desk, and patients and consultation desk/chair to encourage social distancing where possible
	Ensure any room used to consult with suspected cases of COVID-19 has handwashing facilities, sanitiser and PPE available
	Ensure standard precautions including hand hygiene, cough etiquette and appropriate waste management techniques are maintained
	Ensure patients with respiratory symptoms wear surgical masks at all times and are isolated from other patients
	Regularly wipe down any touched surfaces (eg door handles, desktops and consultation equipment) using a cleaning detergent followed by a disinfectant, or by using a two-in-one product with cleaning and disinfecting properties
	All staff to use elbows or feet to push open doors where possible
	All staff to wash hands after touching any surface
	Separate or space between seats in the patient waiting room to allow for social distancing
	Display posters at the practice entrance and ensure clear messaging on the practice website asking patients to call ahead if they have any respiratory symptoms to enable appropriate triage
	Ensure all staff are using their own water bottle and cutlery to avoid potential virus spread

The following checklist is designed to assist GPs and practice staff in keeping their family and friends safe on their return home from the workplace.

Keeping COVID-safe at home	
	Wipe down car door handles and steering wheel with disinfectant wipes once you get home
	Take a shower
	Wash work clothes daily and, if possible, dry them using a hot tumble dryer
	Monitor your health – get tested and self-isolate if respiratory symptoms develop
	Maintain good hand hygiene and encourage those you are living with to do the same

Disclaimer

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