

CoVID-19 Contingency Checklist

A check list with useful links to help shape your COVID-19 planning provided by SPVS



Area	Control point	Comments	Link
General Info	Knowledge	Dispel myths and build a robust plan for your practice.	WHO
Personal Hygiene	Handwashing	Wash in, wash out, after touching face, cash handling	NHS video
	Sanitisers	Restrict use to areas where washing not possible, client use, reception	
	Tissues	Personal use, no multi use towels, "Catch it bin it"	
	Utensils	Personal use, washing and drying, hot water, detergent	CDC
	General Advice	The key steps to reduce risk of transmission	CDC
Practice Hygiene	Flat surfaces	Consult tables, reception desk, free clutter, frequency, product	Scottish Gov
	Door knobs	Clean between shifts, avoid client contact with hard surfaces	CDC
	Floors	Once daily minimum, bleach products	
Sickness	At home	Phone in, isolate at home, follow NHS guidelines	NHS
	At work	Isolate in room, own phone, go home, minimise cross infection, extra cleaning of areas post isolation	Symptoms BBC
Absence Management	Self-Isolation	Criteria for self-isolation- fever, dry cough, what to do when isolated	Self Isolation-NHS ACAS
	Sick pay	Clarity, explanation re Self Isolation, right to SSP from day 1	Gov.UK
Absence Planning	Contingency	Covering extra shifts, reducing hours, closing clinics, centralising work, impact of loss of key people	RCVS
	Closure	Managing closure of practice	RCVS
Internal Comms	Communication	Keep staff informed, WhatsApp and use of Tech to communicate changes easily, meetings, test Skype/ Teams	
Client Comms	Communication	Informing clients/ Facebook/ E Alerts/ Reassure re existing policies/ Triaging work/ client contact details/ policies for healthy only clients to visit	SPVS Discussion list/ Forums/ groups
	Self Isolating clients	Management of self-isolating clients, remote support, free or chargeable,	RCVS