

# WOODFORD MEDICAL AESTHETICS

## **Waiting rooms**

All waiting rooms will be out of action. Magazines have been removed and potable water that may act as a source of infection has been deemed out of action temporarily until further notice.

## **WC's**

Staff toilets to be used are downstairs in the clinic. Paper towels are provided with bins. Disinfectant wipes are provided for the user and should be used after each visit to wipe the toilet seat and disposed of in the bin provided.

Toilets for use by patients will be located in The Forge. Their use and cleanliness should be monitored throughout the day by Therapist or assistant and recorded.

## **Post/Deliveries**

Post or delivery men should be met at the door by person on reception wearing PPE such as gloves.

We encourage individual staff to refrain from ordering personal/non-business related items to the premises until further notice.

## **Cleaning Regime**

All staff will be required to keep to the same workstation if at all possible. This should be cleaned with a suitable alcohol solution at the start and end of each day including keyboard, mouse, phone and surrounding work surface.

Entrance door handles should be cleaned regularly with alcohol solution throughout the course of the day by the person on reception.

Clinical assistants will completely disinfect the clinical area after each patient. Including door handles, desk surfaces and couches. Pens and keypads.

## **Refreshments and kitchen services**

Staff should bring their own lunch and snacks into work with them and store in a named Tupperware. Plates and cutlery should also be brought in used and taken home again.

Designated and individual mugs should be used for hot drinks. Hands must be washed with soap and water before making drinks.

No more than one person can be accommodated in the kitchen at any one time.

The blue room will have a table large enough for two people to eat lunch together sitting at each end.

## **Clinical Staff**

All staff in close contact with patients should wear scrubs provided. These should be changed into on arrival at work and changed out of before leaving. They should be taken home in a plastic bag and washed separately from other washing at home.

Full PPE must be worn when dealing with patients or treating within the 2m guideline. This includes facemask, eye shield and plastic apron and gloves.

Named plastic boxes will be provided for storage of personal items during the working day.

Please avoid bringing handbags into work if at all possible as they could possibly carry the virus.

## **Deep Cleaning**

A once a week deep cleaning of the clinic and work areas will be undertaken out of hours at the weekend by an external company.