

Lorna W. Saunders

Specialist Neurological & Paediatric Physiotherapist

BSc (Hons) MCSP MHCP

Address: 2 Estate Yard Cottages, Doddington, Nantwich, CW5 7NJ.

Tel: 07801 238819

Email: lorna@positivestepsphysio.co.uk

COVID-19 Standard Operating Procedure September 2020

Introduction

The SOP is being issued, to give clear guidelines to the physiotherapists and any other staff members, working for Positive Steps Physiotherapy, during the post-COVID19 lockdown as a phased in return. This SOP is based on government guidelines issued to date, and will be updated regularly.

Pre-appointment Procedures

Prior to a clinic appointment taking place, the clients will be asked to fill in a COVID-19 Screening & Consent Form to gather as much information as possible prior to the appointment. This will be done via email or phone-call depending on the needs of the client.

Relatives or carers will only be allowed to be present at an appointment for minors and those with limited mobility. Those relatives will be subjected to the same clinical procedures as the patients. It is important that prior to their appointment this is conveyed to both the clients and the relative accompanying them on their clinic appointment.

It is good practice to then contact the clients by phone on the day of the appointment to screen for any COVID-19 symptoms.

Travelling To & From Appointments

Staff should travel alone in their own car. Staff should not visit public places in between home visits or clinic appointments at this time.

Clinic Procedures

Clinicians and clients will follow all procedures in place at the Michelin Athletic Club (Mac) and will follow all instructions given to them by staff.

Clients and relatives will be asked to wear face coverings as per the screening form completed. Exemptions do apply and this is guidance only; it cannot be enforced.

Clients and relatives will be asked to wait in their cars until their clinician contacts them or collects them.

Prior to the appointment starting clinicians will put on all appropriate PPE as per the Chartered Society of Physiotherapy (CSP), Public Health England (PHE) and government guidelines, including appropriate hand hygiene. This should be done at a distance of 2m from anyone else.

Once PPE is worn the clinician may meet with the client and bring them to the clinic room, following all procedures in place at the Mac. If possible a window should be opened to provide improved ventilation.

Whenever possible a 2m distance should be maintained e.g. when asking questions or supervising exercises; this will minimise contact time and further minimise the risk of virus transmission.

Clients are encouraged to keep their face covering on at all times and wash and sanitise their hands at the end of the session.

Once the session is completed, the clinician should escort the client out of the clinic. The clinician can then remove PPE as per the CSP, PHE and government guidelines, including appropriate hand hygiene.

PPE Disposal

Adhering to government guidelines, all PPE waste should be double bagged. Waste should be stored safely and securely kept away from children. Waste should not be put in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection and can be disposed of in normal household waste. Do NOT put any items of PPE (or face coverings of any kind) in the recycling bin.

Cleaning of Equipment

Equipment used must be kept to a minimum and must be fully wipeable. All equipment must be thoroughly wiped using alcohol wipes after each use.

All contact surfaces will be wiped using alcohol wipes after each client including plinth, chairs, light switches and door handles.

Face visors are reusable and must be cleaned between uses using alcohol wipes and allowed to dry. They must then be stored in a bag to avoid possible contamination after cleaning and disinfection is complete. Do not put eye protection on until it is completely dry. Cleaning of reusable PPE items that have been provided to individual clinicians is their responsibility.

Note Taking

Electronic notes are to be completed. The electronic devices should be wiped down with soap and water or antiseptic wipes before and after your shift, and in between clients to avoid further contamination.

Uniform

After every shift, regardless of wearing PPE, uniforms should be laundered as follows:

- separately from other household linen
- wash in a load not more than half the machine capacity
- at the maximum temperature the fabric can tolerate

Review Date

This SOP will be reviewed regularly and at the latest by November 2020.