Standard precautions at a glance

You should have control measures in place to prevent or minimise the spread of Covid-19 in the workplace. All employees, contractors and other visitors should comply with these measures. You can support this by using this at-a-glance resource to train your team:

- **Seven steps – training and compliance**
- **Training log**

Seven steps – training and compliance

1. Promote and support compliance with official self-isolation advice

Make sure your team understands the importance of compliance with self-isolation advice. You can do this by:

- Asking all staff to complete a self-assessment each day before leaving for work
- Ensuring patients are assessed remotely before they attend for a face-to-face appointment
- Displaying posters to reduce the risk of a suspect or confirmed Covid-19 case entering the practice.

2. Ensure your team understands the importance of social distancing while at work

As well as floor markings and other system controls to aid social distancing, make sure all employees know that social distancing between colleagues is also essential to help slow the spread of coronavirus. This includes:
- Maintaining a 2m distance while at work – e.g. keeping a space of 2m between colleagues, customers, patients, and other visitors.

3. Promote and support compliance with best-practice hand hygiene

Ensure all staff, patients and other visitors always follow best-practice hand hygiene. To support this, use official posters in the practice. Also, consider using video training resources to help staff learn best practice techniques.

- Access free videos and posters from trusted sources

It is especially important to instruct and then make sure all employees wash their hands regularly for 20 seconds following best practice standards. For example:

- Immediately before every episode of direct patient care and after any activity or contact that potentially results in hands becoming contaminated, including the removal of PPE, equipment decontamination and waste handling
- On arriving and leaving the workplace
- At the beginning and end of a break
- Before and after eating or drinking
- If they cough or sneeze or blow their nose
- Before entering enclosed spaces such as vehicles

- When changing workstations or handling equipment that others have handled, if reasonably practicable.

If handwashing is not possible, then employees must use hand sanitiser, using best practice techniques.

Before performing hand hygiene:
- Fingernails should be clean and short and artificial nails or nail products not worn
- Cover all cuts or abrasions with a waterproof dressing.

If it is known or possible that forearms have been exposed to respiratory secretions (for example cough droplets) or other body fluids, hand washing should be extended to include both forearms. Wash the forearms first and then wash the hands.

4. Explain the importance of good respiratory and cough hygiene – Catch it, Bin it, Kill it

Promote good respiratory hygiene measures through:
- Disposable, single-use tissues used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be disposed of promptly in the nearest waste bin.

Share this NHS poster with all staff, and consider displaying it in the practice, to ensure compliance with good respiratory and cough hygiene.

5. Ensure all employees know to avoid touching their face – especially eyes, nose and mouth

Instruct employees about the importance of avoiding touching their eyes, hands and mouth with their hands. This is also the case if they are using PPE.

6. Provide clear cleaning and disinfecting protocols and then ensure compliance

Make sure all staff understand that cleaning of all work areas must be conducted at regular intervals. Use disinfectants to kill germs and stop the spread of disease. Make sure all staff have access to and comply with the practice cleaning and disinfecting protocol. Ensure cleaners and staff that lead on compliance are also familiar with cleaning and disinfecting at a glance.

7. Use the correct PPE and use it correctly when within 2m

PPE is the last line of defence; this means that in all cases, staff should understand that they should start with other standard precautions above. For example:
- Physical distancing >2m is preferable to working within 2m and using PPE
- Hand hygiene is a must in all cases
- Triaging suspected or confirmed cases of Covid-19 to self-isolate or a specialist pathway is safer for patients and practitioners – i.e. do not see these patients in the practice
- Suspending aerosol-generating procedures (AGPs) where possible is preferable to using PPE to perform these procedures.

When PPE is required, it is essential to use the correct PPE and use it correctly.

Share PPE at a glance with your staff to ensure they understand what PPE to use, and how to use it.

Training log

Employee training log – standard precautions

Name	I have had training in and understand the importance of compliance with:							Signed
	Self-isolation advice	Social distancing	Hand hygiene	Respiratory hygiene	Avoiding face touching	Practice cleaning & disinfecting protocols	Using the correct PPE and using it correctly	
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