

This document provides a written record of the heightened infection control measures that The Bay Clinic has put into place to ensure the safety of all staff and patients during COVID-19. We have assessed our practice for risks outlined and put in additional processes as detailed below

Undertaken a risk assessment	<p>6th July 2020</p> <ul style="list-style-type: none"> The information contained within this assessment will be continuously reviewed in line with Government guidelines and any industry specific guidance which is forthcoming.
Heightened cleaning regimes	<ul style="list-style-type: none"> Clinic rooms will be thoroughly cleaned, sanitised and ventilated between each patient Common areas/bathroom will be cleaned and sanitised after every patient. Reception areas will not be in use. Hard surfaces in treatment rooms will be thoroughly sanitised using hospital grade cleaning products with a 60 second to 5 minute contact time.
Increased protection measures	<ul style="list-style-type: none"> Any unnecessary linens have been removed from the clinic. New flooring has been installed. Patients encouraged to pay by contactless. Staff PPE and hospital grade sanitisers provided outside the front door and in the hallway.
Put in place distancing measures	<ul style="list-style-type: none"> Staggered appointment times with a 20 minute gap between patients. No patients permitted in the waiting room. Patients will wait outside or in their cars and be escorted into the building by their therapist.
Staff training	<ul style="list-style-type: none"> Correct handwashing technique posters have been displayed Staff briefed and trained on updated clinic policies and infection measures All staff have been emailed a therapists check list, patient screening form and are aware that they must obtain a signed treatment waiver for each patient.
Providing remote/ telehealth consultations	<ul style="list-style-type: none"> All patients will have telephone pre-screening call 24 hours prior to treatment.
Document last updated: 8/7/2020	

Protection of staff and patients before they visit, and when in the clinic. We have assessed the following areas of risk in our practice and put in place the following precautions			
	Description of risk	Mitigating action	When introduced
Pre-screening for risk before public/patients visit the clinic	<i>Risk of transmission of COVID-19</i>	<i>Therapists will call or message every patient 24 hours before their treatment and conduct a screening questionnaire based on the most up to date government guidelines regarding COVID-19 symptoms, transmission and vulnerable persons.(copy of this questionnaire can be found on www.thebayclinic.co.uk)</i>	6/7/2020
Protecting members of staff		All therapists must self screen 24 hours before entering the clinic. If any therapist, their family members or anyone who they have had close contact with have COVID-19 symptoms they must not enter the clinic.	6/7/2020
Confirmed cases of COVID 19 amongst staff or patients?		<ul style="list-style-type: none"> <i>If the patient experiences symptoms within 2/3 days of visiting the clinic, any staff with direct contact to that individual should self-isolate</i> <i>Anyone with indirect contact with the patient, should be advised of the situation and suggest they monitor for symptoms (those with indirect contact with suspected cases COVID 19 do not need to self-isolate)</i> 	6/7/2020
Travel to and from the clinic		<i>Patients are being asked to wait outside the clinic until escorted into the clinic by their therapist. Patients will be asked to allow their therapist to open doors to reduce contact. Patients will be asked to wear a face mask wherever possible.</i>	6/7/2020
Entering and exiting the building		<ul style="list-style-type: none"> <i>Staff will be asked to change into work clothing at the clinic and place work clothing in a separate cloth bag to take home for washing.</i> <i>It has been explained to patients that treatment times have been staggered.</i> <i>Patients arriving early be asked to wait in their car or outside the building (observing social distancing).</i> <i>Patients will be asked to use the hand sanitiser provided before entering the clinic.</i> <i>The therapist will take the patients temperature before entry.</i> 	6/7/2020
Reception and common areas		Reception and common areas will not be in use	6/7/2020
Social/physical distancing measures in place		<ul style="list-style-type: none"> <i>Appointment times will be staggered so that patients do not overlap in the hallway.</i> <i>There will be a maximum of one patient and one therapist per treatment room.</i> 	6/7/2020

Protection of staff and patients before they visit, and when in the clinic. We have assessed the following areas of risk in our practice and put in place the following precautions			
	Description of risk	Mitigating action	When introduced
Face to face consultations (in-clinic room)		<ul style="list-style-type: none"> The psychologist will be using a larger treatment room with ventilation so that social distancing rules can be adhered to. Patients and therapists will wear face masks wherever possible. No additional family members or friends will be permitted to attend treatments. 	<ul style="list-style-type: none"> 6/7/2020

Hygiene measures We have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures			
	Description of risk	Mitigating action	When introduced
Increased sanitisation and cleaning		<p>All treatment rooms will be ventilated for 20 minutes between each patient</p> <ul style="list-style-type: none"> Clinic rooms - plinths, desk, door handles, equipment, chairs - between each patient Bathroom, doors and door handles, chairs, taps, card machines etc. Use of at least 70% alcohol sanitisers/wipes, using bleach-based detergents for floors <p>Actions to minimise the number of surfaces requiring cleaning</p> <ul style="list-style-type: none"> Plastic pillows are now being used to enable cleaning in between patients. Treatment rooms have been decluttered and new flooring put down in hallway, bathroom and treatment room 2 which can be cleaned with bleach based products. Reception door will remain closed at all times. 	6/7/2020
Aeration of rooms		<ul style="list-style-type: none"> The window will be opened and the door closed for 20 minutes after each patient. All fan heaters will be removed from the treatment rooms. 	6/7/2020

Hygiene measures

We have assessed the following areas of risk in our practice and put in place the following heightened hygiene measures

	Description of risk	Mitigating action	When introduced
Staff hand hygiene measures		<ul style="list-style-type: none"> Hand washing before and after patients with soap and water for at least 20 seconds, including forearms/use of hand sanitiser gel following directions as shown on posters. Automatic soap dispensers provided in bathroom and disposable paper hand towels. 	6/7/2020
Respiratory and cough hygiene		<ul style="list-style-type: none"> Disposable tissues will be provided and pedal action waste bins in all rooms Hand sanitising facilities are available for patients, visitors, and staff 	6/7/2020
Cleaning rota/regimes		<ul style="list-style-type: none"> The clinic bathroom will be cleaned and thoroughly sanitised after every use. All treatment rooms and surfaces, door handles, light switches, bathroom, will be cleaned before leaving the clinic. Any clinic waste will be double bagged and removed from the clinic after 72 hours. 	6/7/2020

Personal Protective Equipment: Detail here your policy for use and disposal of PPE

Clinicians will wear the following PPE	<ul style="list-style-type: none"> Plastic or washable aprons with each patient. All uniforms to be washed at 60 degrees. Fluid-resistant surgical masks (or higher grade) to be worn. Face visors to be worn by therapists in close contact with patients.
When will PPE be replaced	<ul style="list-style-type: none"> Face masks must be replaced when potentially contaminated, damaged, damp, or difficult to breathe through At the end of a treatment all used PPE will be disposed of.
Reception staff will wear the following PPE	<ul style="list-style-type: none"> Fluid resistant surgical masks will be worn for those in direct contact with patients.
Patients will be asked to wear the following PPE	<ul style="list-style-type: none"> Face-covering in clinic treatment rooms.

	<ul style="list-style-type: none"> • <i>Fluid resistant face masks must be worn by patients who suffer from hayfever or asthma.</i>
PPE disposal	<ul style="list-style-type: none"> • <i>All used PPE equipment will be double plastic bagged and left for 72 hours before removal, keeping away from other household/garden waste, and then placed in normal waste for collection by Ryedale district council.</i> • <i>Cloths and cleaning wipes also bagged and disposed of with PPE</i>

Communicating with patients: Detail here how you will advise patients of measures that we have taken to ensure their safety and the policies that have been put in place in our clinic

Publishing your updated clinic policy	<ul style="list-style-type: none"> • <i>The Bay Clinic risk assessment will be available on request for patients.</i> • <i>Risk assessment will be available on our website, www.thebayclinic.co.uk</i>
Information on how you have adapted practice to mitigate risk	<ul style="list-style-type: none"> • <i>Our website will be updated regularly according to Government guidelines.</i> • <i>An Email/message will be sent to our patients advising them what to expect.</i>
Pre-appointment screening calls	<ul style="list-style-type: none"> • <i>All patients will be screened by their therapist, 24 hours before an appointment.</i>
Information for patients displayed in the clinic	<ul style="list-style-type: none"> • <i>Notice asking patients to use hand sanitiser before entering the clinic.</i> • <i>Notice on front door advising that the clinic will remain locked.</i> • <i>Notice from FSB stating that we have carried out a full risk assessment.</i> • <i>Hand washing instruction poster in bathroom.</i>
Other patient communications	<i>Patients will be sent a letter advising them on what to expect when they arrive at the clinic for their treatment.</i>