

Standard Operating Procedure No 5:

Appointment Procedure

No	Appointments: Standard Operational Procedures (SOP)	Yes/No	Action Required
1	Carry out a pre-screening template		
2	Schedule clients at least 20 to 30 minutes apart to allow for cleaning to prevent crossover with other clients		
3	Do not allow any client to just walk into the Practice, invite them to wait in car		
4	Inform clients what they can bring into the Practice		
5	Clients can only attend alone for appointments		
6	If a minor or elderly is attending, allow one guardian provided they comply with current social distance requirements		

Dates Checked: _____

IPC Officer Checked Date: _____