

**Standard Operating Procedure No.3:**

**Practice Preparation by Area**

| No   | Practice Preparation by Area   | Yes/No | Action Required |
|------|--|--------|-----------------|
| 1    | <b>Front Door / Entrance:</b><br>Place notices on the entrance door informing people that anyone who does not have an appointment should not enter and must telephone before entering  |        |                 |
| 2    | <b>Inside the Entrance Door / Reception:</b><br>There will be no staff on duty at reception, you will meet only your Therapist or the IPC officer who will have invited you to enter   |        |                 |
| 2.1. | <b>PPE:</b><br>Therapist will be wearing the required PPE before inviting client to enter  |        |                 |
| 2.2. | Review with the client, the displayed poster on COVID-19   |        |                 |
| 2.3. | Refer to the hand hygiene and respiratory / cough etiquette posters invite client to perform hand hygiene  |        |                 |
| 2.4. | If you are asking your client to wear a mask and/or gloves, have supplies available at the entrance to give to them on arrival. If clients wish to bring their own masks it should be sealed and applied upon arrival before entering the building |        |                 |
| 2.5. | If not already signed online, invite clients to read and sign consent form using their own pen   |        |                 |
| 2.6  | <b>Door opening:</b><br>Therapist opens the door for the client to enter the treatment room  |        |                 |
| 3    | <b>Treatment Room:</b><br>Having discussed the treatment procedures during the pre-screening follow this procedure   |        |                 |
| 3.1  | Each treatment room should have the following items: hand sanitiser available for use  |        |                 |
| 3.2  | <b>Clock:</b><br>Time with client must be recorded. Time in & Time out   |        |                 |

**Guidelines for Standard Operating Procedures (SOPS) for COVID-19**

|     |  |  |  |
|-----|--|--|--|
| 3.3 | Wash your hands after treatment, invite client to also wash hands  |  |  |
| 3.4 | Where possible, take payment at the time of booking. If the client is paying by cash, have an envelope for same and invite client to put in same |  |  |
| 3.5 | Accompany client out of the Therapy space once treatment has been completed.   |  |  |
| 3.6 | Remove all PPE in line with guidelines and re-sanitise hands   |  |  |
| 4   | Disposable Items:<br>Place PPE and other items in a suitable waste bag and dispose as per HSE/HSA Guidelines                                     |  |  |
| 5   | Reusable Items:<br>Disinfect reusable PPE items (only if applicable).  |  |  |
| 5.1 | Remove any laundry from the treatment room   |  |  |
| 5.2 | Sanitise hands again before applying fresh PPE   |  |  |

Dates Checked: \_\_\_\_\_

IPC Officer Checked Date: \_\_\_\_\_