Dear Staff members,

We need to get ahead of the virus narrative and show patients that we are doing our best to create a safe environment for them.

What we are going to do:

1. Have a statement on the entrance about not coming in if any patient is ill or showing signs of an illness. This is available from the [Healthxchange website](http://healthxchange.com/media/downloads/Coronavirus_Building_Sign.docx). We will also communicate that one of the clinicians will be able to talk to them by phone if required.

2. Have Thoclor/Clinisept available in the waiting area/ reception for all patients to cleanse their hands.

3. Encourage them to do so by explaining what Thoclor/Clinisept/Hypochlorous Acid is.
4. Have a rota of cleansing all door handles and any shared surfaces. The clinic will provide staff with Thoclor or Clinisept and gloves, which are to be disposed of after.

5. Wear gloves when making and serving tea or coffee to patients.

6. Clean keyboards and don’t share IT equipment unless cleaned first.

7. If unwell do not come to work, but inform us.

Thank you