

Week commencing

COVID-19

This is a weekly checklist to help care providers to follow the COVID-19 protocols around data submission, outbreak management, communication and infection prevention control.

Outbreak Management

Mon | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Positive COVID-19 result - alert PHE LCRC
(Tel. 0300 303 0450, email LCRC@phe.gov.uk)
and the Daily Outbreak Control Group
(email publichealth@sutton.gov.uk)

Data submission

Mon | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

NHS Capacity Tracker
Daily submission by 17:00

Attend weekly webinar for care homes
Friday 14:00

Communication

Mon | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Attend weekly SWL session
Tuesday 10:45

Attend weekly Q&A session
Wednesday 11:00

Attend weekly Care Home Outbreaks
Drop-in - Thursday 13:00

Check Sutton Care Hub for news
Bulletins / events / latest guidance

Review Care Matters Weekly for
latest information / support - Friday

Staff information sharing session(s)

Testing

Mon | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Book courier collection for PCR tests

Test staff using LFD x 2 and PCR

Bulk registration of tests

Order test kits

Report test results

Visiting the care home**Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Check bookings in advance of visits

Check ventilation in visiting room(s)

Enhanced cleaning and ventilation
of visiting room(s)

Check visitor PPE stock

Check visitor LFD test stock

Visits out of the care home**Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Check visit arrangements in advance

Check individual risk assessment

Check LFD test stock

Infection, Prevention and Control**Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Check ventilation

Cleaning regime, including high touch points

IPC champion spot checks

IPC champion complete best practice tool
Weekly

Book IPC training

Personal Protective Equipment (PPE)**Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun**

Order PPE using national portal

IPC champion spot checks