Staff Personal Safety Checklist
COVID-19

Clothing
- Scrubs are recommended. Enclosed non-porous shoes.
- Wipe shoes with antiseptic wipes.
- Change into clean set of clothes for travel to & from work.
- Place dirty scrubs in sealed plastic bag. Wash scrubs on hot water setting.

Stethoscopes
- Clean after every patient contact.
- Use stethoscopes provided inside isolation rooms for high risk cases.
- Avoid carrying into clean areas e.g. tearooms, write-up desks.
- Transport in sealed plastic bag.

Pens
- Remove PPE & perform hand hygiene before using pens.
- Clean pens regularly with antiseptic wipes.
- Avoid sharing pens with other staff.

Food & Drinks
- No food & drinks in clinical areas.
- Bring a personal water bottle.
- Drink regularly when working in PPE.
- Bring own food to work.
- No sharing of food with colleagues.
- Take regular breaks, ideally outdoors.

Phones
- Leave mobile phone in bag if possible.
- Place phone in ziplock bag if must be carried into clinical areas.
- Wipe down phones after use with antiseptic wipes.
- Avoid sharing phones with others.

Personal Hygiene
- Practise good hand hygiene.
- Practise social distancing.
- Bare below the elbows.
- Shave off all beards for best fit PPE.
- Tie back long hair.
- Avoid touching your face.