

## **COVID 19**

### **Meet and Greet – Infection Prevention and Control**

This has been identified strongly through the Thistle Court outbreak and has been a key area for keeping staff safe on both entering and leaving the building and to reduce transmission of the virus between staff.

The physical presence of the meet and greet team enables there to be an oversight of staff arriving and leaving. For example, Staff car sharing are required to arrive in masks 😊 there is no exception to unless they live together; **how often are the team observed arriving in cars now?**

#### **Arrival**

On arrival staff that smoke are likely to have a cigarette before coming into work. The yellow feet in the car parks and surrounding entrances must be in place and staff are required to find a pair of yellow feet to stand on. If the number of staff exceed the number of yellow feet additional need to be added.

#### **Preparing to Enter the Home**

Staff are only permitted to enter the building individually. The yellow crosses are to be used to ensure social distancing always happens when outside without masks on.

#### **Entering the Home**

1. The first action once staff reach the entrance is to sanitise their hands
2. Masks to be applied
3. Temperatures to be taken
4. Thermometers wipes down once the person has taken their temperature by the 'meet and greet' lead
5. Hands to be washed for 20 seconds or more
6. Staff member to clock in

#### **Leaving the house**

1. Hands sanitised or washed prior to clocking out
2. Pens are to be wiped down if manual clocking in methods are in place
3. Mask to be taken off and disposed of in a white bag
4. Hands are then to be washed thoroughly, up to elbow for a minimum of 20 seconds, dried
5. Hand sanitiser must be available post washing hands, again used up to elbows
6. Any staff that are car sharing must be wearing a clean mask - this needs to be monitored

#### **Completing the Meet and Greet Role**

At the end of processing all staff entering and leaving the following must be completed

1. Yellow bins emptied with apron and gloves on
2. Touch points wipes down
3. Floors to be washed if inside area used for any of the above
4. Ensure enough stock of PPE available for the next changeover of staff\*

#### **\*Stock Required**

Face Masks

Aprons

Gloves [remember small, medium, large and extra-large sizes required]

Hand sanitiser

White Bags

## Allocation and Evidence

Staff that are part of the 'meet and greet' team are to be allocated on the rota – clearly marked

The 'meet and greet' Donning and Doffing sheet is to be completed each morning and night for each house entrance and exit

## Assuring Practice

The system must be assured - it must be assured by you as the Registered Manager. Assurance means you need to physically observe and be part of the meet and greet team [Wales are already asking for evidence of this!]

There is a minimum of 14 'meet and greet' slots per week, per house

Any errors of concern, any errors in practice must be written up as a supervision with a clear follow up. The person where the concern has been raised/error in practice identified are then to be observed completing this role on the next occasion

## Visitor Champion

This Visitor Champion could also be part of the meet and greet team as their whole role is around infection prevention and control

## Key Symbols





