***Practice Name***

**CORONAVIRUS QUICK GUIDE**

**Telephone requests:**

* When taking patient call ask for reason for appointment FIRST, find out reason first before offering any appointments.
* If patient has symptoms of cold/flu – YOU MUST ASK the following:

**Have you recently travelled or been in contact with anyone who has travelled to Wuhan City or anywhere near China in the last 14days ?**

* If the answer is yes, take contact number, ask patient to isolate themselves and speak to the on call doctor.

**Patient at front desk asking for appointment:**

* When asking for reason for appointment, If patient has symptoms of cold/flu call navigator to ask the following:

**Have you recently travelled or been in contact with anyone who has travelled to Wuhan City or anywhere near China?**

* If patient says yes, direct patient immediately to the **ISOLATION ROOM** (Room ?)
* Inform one of the GP’S which room the patient is in. Doctor **rings** through to the room and triages the risk.  If there is a risk, doctor to contact:

**INFECTIOUS DISEASES TEAM N.M.G.H 0161 795 4567 asking for the Duty ID doctor**

**AND INFORM:**

**PHE Greater Manchester Health Protection Team** **0344 225 0562 option 3**(orOut of hours for health professionals only: please phone 0151 434 4819 ask for on call duty team)

* Place **DO NOT ENTER SIGN** on door of consultation room
* Do not allow patient to leave room or use communal or toilet facilities

Once patient has been removed, Contact \**Cleaning company responsible for your premises* and they will inform the cleaning staff and cleaning will be carried out according to PHE guidance. The room needs to be left empty with all windows opened and door locked, **No entry sign to be kept on door**.

Cleaning staff will have their own **Emergency Infections Diseases Cleaning Kit**, with protective clothing and masks in their store room.

"**CORONA VIRUS EMERGENCY KIT**" will be kept in a plastic box clearly marked and will be situated in the Eg: back office. Contents:- aprons, masks, disinfectant wipes and contact telephone numbers.

***Practice Name***

**CORONAVIRUS QUICK GUIDE**

**Patient is already in a consultation when it is identified the patient could be a risk**

* Leave the patient immediately in the room, contact:

**INFECTIOUS DISEASES TEAM N.M.G.H 0161795 4567 asking for the Duty ID doctor**

**AND INFORM:**

**PHE Greater Manchester Health Protection Team** **0344 225 0562 option 3**(orOut of hours for health professionals only: please phone 0151 434 4819 ask for

on call duty team who will advise of next step:

* Place **NO ENTRY SIGN** on door of consultation room
* Do not allow patient to leave room or use communal or toilet facilities

Once patient has been removed, Contact \**Cleaning company responsible for your premises and* they will inform the cleaning staff and cleaning will be carried out according to PHE guidance. The room needs to be left empty with all windows opened and door locked, **No entry sign to be kept on door**. Cleaning staff will have their own **Emergency Infections Diseases Cleaning Kit**, with protective clothing and masks in their store room.

"**CORONA VIRUS EMERGENCY KIT**" will be kept in Eg: back office with aprons, masks, disinfectant wipes and contact telephone numbers.

***Practice Name***

**CORONAVIRUS QUICK GUIDE**

**Home Visit requests, nursing/residential homes or patients home**

* Any symptoms of above should be asked the following question

**Have you recently travelled or been in contact with anyone who has travelled to Wuhan City or anywhere near China?**

* Take as much information as possible asking patient to avoid any contact with others and to isolate self and inform on call doctor, if doctor feels there is a risk, doctor to contact:

**INFECTIOUS DISEASES TEAM N.M.G.H 0161795 4567 asking for the Duty ID doctor**

**AND INFORM:**

**PHE Greater Manchester Health Protection Team** **0344 225 0562 option 3**(orOut of hours for health professionals only: please phone 0151 434 4819 ask for on call duty team