



# NVS + NEVS COVID-19 Team Changeover & Rounds Policy

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**Date: 28.03.2020**

## OVERVIEW

To minimise the chance of COVID-19 exposure and prevent extended disruption of service in the event an employee tests positive for the virus, NVS and NEVS have split their employees into three and four teams respectively. These teams are rostered in 12-hour blocks, with no crossover between teams.

## PROCEDURE

### Departing Team

1. Approximately one hour before the end of your shift (5am/pm), the disinfecting task list on Smartflow **must** be completed. Please start with the staff room, working your way through the boardroom and finish up with a thorough disinfection of the hospital and reception desk. One vet should be preparing for rounds while the other helps with patients and the disinfection process. Please use the toilet at this stage if needed.
2. Half an hour before the end of your shift (5:30am/pm):
  - a. Gather your belongings from the staff area and take them through to the hospital.
  - b. Leave two (2) phones that are able to receive external calls and an iPad on the boardroom table. This will allow the arriving team to take phone calls and see any emergencies so the departing team can leave. A triage area has been set up near the boardroom for resuscitation and emergency treatment.
  - c. Close the two doors by the lab pick up area and food & drink station.
  - d. You must now remain in the hospital area until advised.

3. Await a phone call from the new arriving team. Provide rounds over the phone to the new team. They will have you on speakerphone in the boardroom.
4. All staff members not giving rounds may clock out and leave by 6am/pm.
5. Vet giving rounds must leave promptly at completion of rounds.
6. For any consults not written up, please email them to Heather or Jen as soon as possible upon your return home.

## **Arriving Team**

1. Arrival should be no earlier than 5.45am/pm and no later than 6am/pm to avoid any overlap of team members in the hallway or carpark as they leave/arrive
2. Enter through the staff room entrance.
3. On arrival disinfect your hands and check your temperature. Enter your temperature in the comments section when you clock on. If your temperature is over 37.5 you must leave the building and call your manager immediately. Disinfect your hands again after using the thermometer.
4. If you are well and your temperature is normal, proceed to the boardroom.
5. Disinfect the staff room and boardroom areas prior to using them. Please familiarise yourself with the task list on Smartflow so you know what needs to be done.
6. The departing team will have left two (2) phones in the boardroom. Please start to answer calls when you arrive to assist the other team to leave.
7. Use one team member's mobile to phone the hospital 9452 2933 to let them know you have arrived and are ready for rounds. Put them on speakerphone at the boardroom table.
8. Once rounds are complete, partially open the door to the hospital and give a shout out to ensure it is empty before you enter.

## **KEY POINTS**

- Vacate back of house by 5.30am/pm, with the last person/people in this area disinfecting as they leave.

- No staff members in the back area (i.e. past the lab/food drinks area) after 5.45am or pm. Both doors closed in this area.
- Await call from boardroom at 6am/pm. Continued disinfecting in this area should be conducted during rounds as all other staff members vacate the premises.
- Leave building via reception with the last person wiping as they go.