

Review of COVID-19 Arrangements

Medical Records Department

Morrison Hospital

Management			
Control Measures	Observations	Recommendations	
Managers and supervisors to positively control risks	Manager and deputy operating a policy of continuous communication with staff and committed to control of risks	Maintain arrangements	Ongoing
Staff awareness	Staff aware of control measures	Maintain arrangements Maintain advice from Control of Infection specialists etc.	Ongoing
Staff encouraged to raise issues	Operator chairs remain in position on work stations that are currently not in use for social distancing	Consider removal of spare chairs but should be self-managed by staff	Ongoing
Staff encouraged to develop enhanced control measures	Example of changes to room layouts implemented by staff and supported by managers	Maintain arrangements	Ongoing
Working from home	Rota developed for staff to work from home where practicable	Maintain review of arrangements e.g. change in risk	Ongoing
Individual Staff Concerns	Support available for staff Possible requirement for specialist Occupational Health advice for particular individual health concern.	Maintain arrangements	Ongoing

Social Distancing			
Control Measures	Observations	Recommendations	Priority
Staff knowledge of requirement for social distancing	Staff had good knowledge of arrangements Staff to recognise that they can control the system e.g. coordination of movement in certain areas such as access to toilet corridor etc.	Maintain awareness by supervisors and managers	Ongoing
Reduction in workstation capacity typically 33-50% by closing desks	Operator chairs remain in position on work stations that are currently not in use for social distancing	Consider removing chairs but storage may be an issue	Low
Main corridor:	Pinch point in due to storage of trollies	Move trollies closer to fire exit but do not obstruct fire call point Staff to maintain social distancing when passing this area	Low
Supervisors office:	Pinch point by door Supervisors already coordinating with each other when second supervisor leaves the room to maintain social distancing	None	Med
Records Library:	Narrow access routes between shelving units. One example of two staff working simultaneously in same shelving area corridor.	Staff to maintain social distancing	Ongoing
Kitchen and Mess rooms	Staff encouraged to social distance when using facilities	Maintain awareness by supervisors and managers	Ongoing
Water Cooler	Access to water cooler requires passing behind and in close proximity to two workstations	Staff suggested control measure of requesting workstations to be temporarily vacated	Med

Breaking the Chain of Transmission: Medical Records			
Control Measures	Observations	Recommendations	Priority
Availability of facilities to wash hands	Staff toilet facilities in building	None	
Availability of alcohol hand sanitisers	Number of alcohol hand sanitiser bottles observed	Maintain availability	Low
Availability of wipes to decontaminate equipment	Number of packets of wipes observed	Confirm requirement for wearing gloves during use	Med
Dedicated equipment	Note trollies dedicated to individual staff	Maintain system	Ongoing
Ward arrangements : See below			

Breaking the Chain of Transmission: Wards			
Control Measures	Observations	Recommendations	Priority
Risk assessment of wards regarding COVID-19	Record held of ward COVID-19 status in Medical Records department office and available to staff Staff required to contact individual wards prior to visit	Maintain system	Ongoing
Non-COVID-19 ward	Handover of records taking place in designated clean area Hand hygiene required after handling of records	Maintain system	Ongoing
Confirmed COVID-19 ward	Staff not to enter ward area Handover of records to take place at ward entrance by nursing staff/medical records staff. Hand hygiene required after handling of records	Maintain system	Ongoing