

Key principles for bank and agency staff



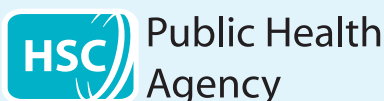
- In order to limit the spread of COVID-19, the overall intention remains to reduce non-essential footfall into any community or hospital setting, however we recognise that bank and agency staff are essential to meet workforce shortages and enhanced care needs.
- It is essential that agency staff recognise the full range of COVID-19 symptoms – prompt recognition of cases of COVID-19 amongst healthcare staff is vital to limit the spread.
- If you are experiencing any of the symptoms of COVID-19 or have been notified of contact with someone who has COVID-19 through the contact tracing programme: do not attend work; self-isolate; inform your line manager; arrange a screening test – visit <https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/testing-covid-19>

Reducing workforce movement

- Care providers should as far as possible promote contracts that enable block booking of staff for periods of weeks rather than individual days.
- Agencies should assign the least number of individuals to adequately cover any rota or shift.
- Agency staff must NOT work in more than one setting on the same day.
- Where a staffing shortfall is clearly defined, agency staff should limit the number of places where they work in order to minimise movement between settings.
- Agency staff must travel to and from work in their own clothes and change into a clean uniform on arrival.
- Agency staff must change their uniform daily and follow the recommended cleaning instructions – see <http://pha.site/IPC-guidance-June2020> page 23.

Enhancing personal protection

- Ensure your IPC training, including safe donning and doffing of PPE is up to date - see <http://pha.site/hsc-staff-PPE>
- Adhere to IPC guidance ensuring effective hand hygiene and use of PPE: don and doff safely. Dispose of used PPE appropriately.
- Where possible, agency staff providing any shifts into care homes should be aligned to one home so that they may be included in the routine 7 day cycle of asymptomatic testing.
- Report any areas of concern to the manager of the home.
- Guidance on car sharing is available on PHA website: <http://pha.site/staff-car-share>
- When not in work, all staff must follow the current government guidelines and restrictions applicable to their local community.



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