



★ **Staff of the month** ★
Paula Rose



NEWSLETTER



Careline Newsletter

July 2020

#GladtoCare

#GladtoCare Awareness Week is a new annual awareness week which will be taking place from the 6th to 12th July 2020, celebrating the wonderful efforts of those working in the care industry. Whether you work in the industry yourself, or you're looking for care for a family member, you are invited to register to take part in their week-long event, highlighting the incredible happenings within the industry and promoting the positives of care to all.

For more information please visit <https://gladtoCare.com/>

LET'S WELCOME HOLLY...

We have recently expanded our Careline family into the recruitment team. Holly has been with us since the end of May, but is learning more and more everyday about the company and our lovely clients. She came from a sales/customer support role, so is really interested in getting to know everyone, and exceeding expectations with our clients and staff. If you ever have any questions about recruitment, please give her a call on our main landline number.



COVID-19 Updates:

The situation with the Coronavirus pandemic is changing so rapidly that it is hard to keep up! Make sure you are doing your bit to stay 'in the know' by regularly checking out the following websites for information and updates:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.bbc.co.uk/news/uk>

If you need any PPE then give us a call as we have some in the office that we can send out to you

All timesheets should be submitted WEEKLY by Tuesday 12noon.

A really good habit to get in to is to post or hand deliver your timesheets every Friday so that the office can process them. It is extremely important not to hold timesheets back and submit them in bulk. Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!



A BIG THANKYOU to all of our Careline support staff for working so hard for us over the past few months - we know it's been difficult and we really appreciate everything that you do!



Refer a friend – earn some money!!

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day! Please call the office if you would like some more information.

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.
- 4 Once outside the patient room. Remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

COVID-19 Training

Careline are really committed to making sure that all of our support staff are fully trained on COVID-19 and Donning and Doffing PPE. We are really pleased that so many of you have completed this training already and for those that haven't, please do check your emails for the link to complete this very short bit of training and watch the video.