



Staff of the month
Sharon Austin



Opening Hours
Monday to Friday 8am to 5pm
Saturday 9am to 5pm
Sunday 10am to 2pm



NEWSLETTER

October 2021



From 24th September, frontline health and social care staff now have the option to book their COVID-19 booster vaccinations through the National Booking Service or by calling 119. In line with recent advice from the Joint Committee for Vaccinations and Immunisations (JCVI), booster vaccinations will be administered no earlier than 6 months after completion of the primary vaccine course. Access to booster vaccinations at walk-in sites is subject to ID requirements, and staff should be aware that walk-in sites and the National Booking Service will perform checks to verify vaccination history, to ensure a booster vaccine is due.

As part of the booking process, social care workers will need to self-declare they are a frontline health or social care worker. When booking, they will be advised on the evidence they will need to provide at the vaccination site as of proof of employment, otherwise they may be turned away.

To book your appointment please click [here](#) or call 119. Staff can also click [here](#) for a list of walk-in centres for the booster vaccine.

We have a huge stock of PPE available at the office for all staff. Please give us a call if you want some - there's plenty to go round!!

NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE!



How to fill in a timesheet

Please insert your name, postcode ONLY, and sign the box.

Please insert name and address of client in FULL.

Please insert the date ending on Friday on the week you have worked.

In this column, please insert the date you have worked, next to the corresponding day you have worked.

Complete this box to allow us to know your availability.

Please insert the time your shift started.

Please insert the time your shift ended.

Please insert the total number of hours worked per shift.

Your client MUST sign this box to authorise the hours you have worked.

Please make sure that if you are taking a weekly COVID-19 test you let the Careline office know the results so that we can keep this information for our records!

PCR Testing Alert!
It has been brought to our attention that some PCR tests circulated to Homecare and 1:1 staff have expired. We now have new tests available which will be circulated to staff over the next week or so. Please can all staff with PCR tests supplied by Careline check the expiry date - this can be found on the outer packaging next to the egg timer symbol. If your tests are out of date please do give us a call at the office so that we can prioritise you when distributing tests.



Once your time sheet has been authorised by the client, please distribute the copies as follows: YOU keep the blue copy, CLIENT keeps the green copy, and the TOP TWO yellow and white copies come to Careline.

PLEASE NOTE:

- Only ONE time sheet can be used per client, per week.
- A new time sheet MUST be used for each week.
- Timesheets MUST be submitted weekly.
- Timesheets end on a FRIDAY.