



Staff of the month
Sharon Leece



Opening Hours
Monday to Friday 8am to 5pm
Saturday 8am-4pm
Sunday 8am-4pm
Bank Holidays 10am to 4pm

NEWSLETTER

December 2021

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.



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

NEW OFFICE HOURS OVER THE WEEKEND!

Please be advised that from Saturday 11th December the Careline office hours will be:
Saturday 8am to 4pm
Sunday 8am to 4pm

CHRISTMAS PAY DAY!

It's already that time of year again!

Pay day in December will be **Friday 24th December.**

All timesheets **MUST** be received by 12noon on **Tuesday 14th December** so that they can be processed in time.

Don't get caught out - get your pay before Christmas Day!

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!!

Have you read the Careline COVID-19 Policy yet??

If not please make sure that you do - it's sent out with Newsletters and provides all that you need to know about Careline's response to the pandemic and what your responsibilities are!

PPE GUIDELINES HAVE NOT CHANGED!!!

Now is a good opportunity to confirm the guidelines surrounding the provision and use of PPE in Health and Social Care settings remain the same as they have done throughout the pandemic.

All Careline staff are required to wear PPE when supporting clients – this comprises of sessional disposable fluid repellent masks, disposable aprons and disposable gloves.

All staff are required to follow guidelines for agreed waste disposal in the setting.

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!

NEW COVID-19 REGULATIONS FROM TUESDAY 30TH NOVEMBER!

On the 27th November the Government held a press conference to inform us that England's Covid rules are being strengthened in response to concern over the Omicron variant of the virus.

From Tuesday 30th November the following rules are enforced:

- face coverings will once again be compulsory in shops and on public transport
- All contacts of suspected Omicron cases will be required to self-isolate for 10 days, regardless of a person's vaccination status
- From 04:00 GMT on Tuesday, anyone entering the UK will require a PCR test within 48 hours of arrival and will need to self-isolate until they have a negative result

These rules are temporary and will be reviewed after three weeks.

For more information regarding the virus and restrictions in place please visit:

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

Please ensure that you are taking all precautions and abiding by the above guidelines.

If you have any questions or queries please do give us a call at the office.

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 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 5 Once outside the patient room. Remove eye protection.
- 6 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 7 Remove surgical mask.
- 8 Now wash your hands with soap and water.

