

General Practice Checklist

Be prepared for potential COVID-19 cases in Summer 2020

- ☐ Make sure that there is always at least one person rostered on who will receive the SEMPHN **COVID updates** by email.
Register here: semphn.org.au/news/newsletter-subscription
- ☐ Update and share your **COVID Safe Plan** with all your staff.
See SEMPHN's COVID for Health Professionals page
<https://www.semphn.org.au/resources/coronavirus.html>
- ☐ Make sure the team has access to the **COVID Positive Pathway**. It tells you everything you need to know about how you and local hospitals need to address any new cases.
https://www.semphn.org.au/COVID19/SEMPHN_GP_management_of_COVID_positive_patients_Pathways.pdf
- ☐ Check that your team knows your local **COVID testing sites**
https://www.dhhs.vic.gov.au/getting-tested?gclid=Cj0KCQiAwf39BRCCARIsALXWETzDun5qHN0643SxxlQVN_8McqS2KvSRo9x02LRLRyKSDIVu_BAdcYgaAhg-EALw_wcB
- ☐ Ensure you have enough PPE onsite and ordered via your usual channels. Be sure your team knows how to order **PPE** (if the usual person is away).
- ☐ Create your list of [vulnerable patients](#) (e.g. aged, chronic & resp. conditions etc.)
- ☐ Check and update your **website, phone greeting** and **posters**.
- ☐ Review your **opening hours** and **rosters** over the holiday season.