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**External Contractor Management COVID19**

**Considerations**

Below are some of the areas to consider when external contractors are entering/attending the practice

* Protocols and special instructions to be implemented with regards to external contractors attending site such as waste carriers, engineers, couriers/deliveries
* Ensure external contractors are aware of the practice procedures and protocols in place
* Ensure contractor proforma checklists are obtained and reviewed prior to accommodating a contractor
* Liaise with licensed waste provider on the removal of waste and any new procedures implemented
* Consider deliveries being left externally to the practice where they can then be collected by a staff member to reduce the number of external contractors entering the building, ensure the contractor informs you of their arrival and always remains at a safe distance. Where possible communicate safe place instructions to ensure deliveries are not lost, stolen or an arson risk.
* Engineers or contractors working in the clinical environment will also be subject to the ‘fallow time’ following AGEs when repairing/servicing dental equipment
* Decontamination of equipment and the environment should be completed prior to external contractor attending and following job completion
* Digital alternative should be in place for the signing of any paperwork, where this cannot be implemented always where gloves to sign
* Social distancing must be adhered to when external contractors are on site and staff should remain out of a contractors/engineer’s work area to maintain health and safety
* Contaminated instruments must not be left/exposed/present in the area in which the contractor is present

**External Contractors who attend the practice**

Insert all possible external contractors that may attend the practice

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor** | **Reason for attending** | **Proforma checklist received** | **Practice information provided to contractor** | **Further comments** |
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**External Contractor Checklist**

This list is not exhaustive and is to be amended to ensure it is relevant to your practice

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Implemented YES** | **Implemented NO** | **Comment** |
|  |  |  |  |
| Is the Contractor/company COVID-19 Secure |  |  |  |
| Has a copy of the Contractor’s COVID-19 been obtained, reviewed and shared |  |  |  |
| Proforma checklist received from the contractor |  |  |  |
| Does the contractor have a COVID-19 Secure Passport |  |  |  |
| Written procedures in place for all contractors who may attend site |  |  |  |
| Practice information provided to contractor with regards to measures in place within practice |  |  |  |
| All staff members are aware of the procedures in place for contractors and that social distancing must remain in place throughout the contractor visit |  |  |  |
| Has the temperature been taken of the attending contractor before site entry is permitted |  |  |  |
| Is the contractor informed to wash their hands on entering and provided with PPE/has PPE to wear |  |  |  |
| Has the area or equipment where the contractor is to work been disinfected |  |  |  |
| Is there a dedicated room where the contractor can work |  |  |  |
| Has the work area been disinfected following the work and any waste generated removed |  |  |  |
| Digital signing/documentation in place |  |  |  |
| Are the contractor/company details up to date and information included in the practice business continuity plan should contact be needed for track and trace |  |  |  |