COVID-19 Daily Management Plan

Day: Date:

1. Visit key websites for updates	
a. www.wqphn.com.au/news-events/coronavirus	
b. https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/current-status-and-contact-tracing-alerts	
c. https://www.health.qld.gov.au/news-events/doh-media-releases	
d. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert	

Key points for discussion at team meeting:

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2. Daily Team Meeting:

Attendance:

Actions from yesterday's meeting:

What's changed since yesterday:

What's on today:

Issues, concerns, or WHS risks raised:

Improvement suggestions (CQI):

3. Update whiteboards, notice boards, and communication books with any new information	
4. Ensure all PPE stocks are replenished, including hand sanitiser and soap dispensers	
5. Review appointment book to ensure all telehealth bookings include all necessary details	
6. Wipe down the waiting room chairs and reception surfaces with disinfectant wipes at lunch time and any other time as required following infection control standards	
7. Check pathology and PPE stocks and reorder as necessary	
8. Check in with staff members on their mental health and wellbeing Are you OK? If not, to follow up Are you using the appropriate infection control techniques and staff PPE? Are there any practice issues or concerns? If yes, to follow up	
9. Today's good news story:	
10. Provide feedback to your PHN coordinator on any good news stories, issues, or concerns	