

Action for Primary Care Practices:

1. Practices should nominate a 'co-ordinator' (not necessarily a clinician) to manage and co-ordinate the practice's advance planning and response in the event of a suspected case. The Ebola Lead should:
 - a. Produce a simple internal operating procedure which can be easily accessed and followed in the event of a possible case presenting to the surgery. Ensure that ALL members of staff are aware and appropriately trained to implement the plan (information to follow)
 - b. Ensure that appropriate Personal Protective Equipment (PPE) and cleaning materials are available in the event that a possible patient presents (information to follow)
 - c. Establish a suitable business continuity plan in the event that the surgery has to be closed for decontamination
2. Practices should display the [authorised PHE Ebola](#) posters and leaflets at key points on the surgery premises

Primary Care Preparedness Checklist

- All staff have been made aware of the PHE Ebola guidance specifically for [Primary Care](#)
- The PHE risk assessment is readily available and accessible to staff
- The practice has a screening procedure for telephone triage and patients presenting to practice
- All staff (clinical and non-clinical) know what to do if presented with a suspected Ebola virus case and understand their roles
- The surgery have identified an appropriate room where a suspected case could be isolated
- The surgery have in date compliant Personal Protective Equipment (PPE)
 - Gloves
 - Plastic aprons
 - Fluid repellent surgical face masks
 - Eye protection
- Staff have practiced putting on and taking off PPE
- The surgery has easy access to the essential contact numbers to use in the event of a suspected case. These should include:
 - Local microbiologist/virologist or infectious disease physician (at your local hospital)
 - Local PHE Centre
 - Imported Fever Service
 - CCG Director on call
- The practice has a business continuity plan in case the practice needs to close for decontamination