



COVID-19 Hibernation Checklist

- Clinics are encouraged to update their risk register to ensure individual clinic risks of hibernation/reduction in workload is appropriately risk assessed and controlled (1.2g Risk Management)
- Purchasing arrangements, for example standing orders for consumables or gases, are managed with throughput (1.2h Supplier Management)
- Key personnel ensure the management of staff in their departments is compliant with industrial awards/government requirements, a Business Owner Guide attached (1.2e)
- Patients are communicated with regarding hibernation (2.2.1 Patient Information)
- Medical practitioners are provided with clear guidance on what constitutes emergency access (2.1 Medical Management)
- Physical distancing and stringent hand hygiene to be practised in clinics throughout the COVID-19 pandemic. (2.4 Managing Infection Risk)
- Medications are stored appropriately until use, including managing short expiry dates (2.5 Medication management)
- Arrangements are in place for patients requiring emergency care, including psychological care for those who have had cycles delayed (2.7 Emergency Care)
- Cryostorage tanks are monitored frequently, ideally with external alarms and visual checks for condensation twice per week. Ensuring LN₂ supplies are delivered and tanks topped up (2.9 Cryostorage)
- Equipment is shut down, decommissioned and stored as per procedures
- Equipment re-commissioning and validation procedures are in place when work recommences
- Cleaning of laboratories during the pandemic (review of cleaning procedures to ensure they address COVID 19 and associated VOC risks)
- Implement systems to ensure that postponed activities such as equipment maintenance, EQA are not overlooked when work recommences
- Confirming availability and/or notification of companies providing services to external services providers/stakeholders the clinics intention to hibernate (Anaesthetists, pharmacies, pharmaceutical companies, suppliers of consumables, biohazardous waste removal, laundry, gas supplies, pathology, blood collection, IT) together with avenues of communication when work recommences.
- Identify contact people for the clinic and notify all relevant parties of the current status of the business (messages on phones, websites etc)
- Consider how clinic staff will communicate during the hibernation and what steps need to be in place to minimise loss of key resources like staff
- Arrangements are in place for staff requiring psychological care during the hibernation period.
- Ensure data is backed up before hibernation.
- Confirm security systems are operational and that any external services such as security monitoring companies are still in operation.