

COMING INTO HOSPITAL

COVID-19 Safety Checks

Up to 24 hours before the day of your appointment, a member of the booking team may contact you by telephone. The purpose of the call is to assess you for possible COVID-19 symptoms or contact with the virus. The caller will also provide information for attending your appointment.

When you arrive at the department, you will be asked some questions to check again whether you have COVID-19 symptoms or may have had contact with the virus. You may also have your temperature checked and staff will ask you to wash your hands with soap or to use alcohol gel.

Safe Treatment in Hospital

Our staff are here for you and your safety is our top priority. The risk of catching COVID-19 in hospital is low and together we can take precautions to reduce the risk as much as possible. You can help us to keep you safe, by following the guidance in this letter. Our staff are under great pressure and we would also ask that you show them respect at this time.

To maintain the safety of our patients and staff, it is very important that the number of people in our hospitals and departments at any one time is very low. We have made changes to clinic sizes and locations, clinic layouts, wall and floor signage and cleaning arrangements, to help keep our environments safe. Please comply with the instructions you see around the hospital.

COVID-19 Safety Measures

Measures to prevent the transmission of COVID-19 in our hospitals have remained in place after the lifting of national restrictions on 19th July. We ask that you observe the following guidance in order to help us continue to protect our vulnerable patients, staff and communities.

- **Wear a face covering**

Everybody needs to wear a surgical face mask in hospital. Face coverings do not replace the need to follow social distancing rules but prevent the possible transmission of COVID-19 even if you do not have symptoms.

If you do not have a surgical face mask, please wear your own face covering into the hospital building and collect a free surgical mask from the entrance or reception as soon as you arrive. Thank you for your cooperation with this.

Wash your hands or use hand sanitiser before putting your mask on and after taking it off. Avoid touching your eyes, nose or mouth at all times and dispose of used face masks in a bin.

Do not touch the front of the face mask, or the part of the face mask that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face mask has touched.

- **Social distancing**

You must follow 2 metre social distancing rules in all areas of the hospital both inside and outside.

- **Hand hygiene**

Wash your hands often with soap and water, especially after using public transport. Use hand sanitiser if soap and water are not available. Avoid touching your eyes, nose and mouth with unwashed hands. Always carry tissues with you and use them to catch your cough or sneeze; then bin the tissue and wash your hands, or use hand sanitiser.

- **Arrive on time**

Try to attend no more than 10 minutes before your expected appointment time. This is to stop too many people waiting in the department at one time.

- **Attend alone**

We kindly ask that you attend your appointment on your own if at all possible. If you need help with walking, communicating, or have other care needs, then no more than one carer or family member should attend with you. If you need more than one carer to come to hospital with you, please contact our Learning Disabilities and Autism Team on 0113 2066836 who will discuss your support needs with you.

- **Self-isolate**

For some operations and tests we will ask you to self-isolate at home before you come into hospital. If you need to do this we will send you a letter or phone you. We will also make arrangements for you to have a COVID-19 swab test.

There is more information about inpatient and outpatient care on our hospital website. You can find this at: www.leadsth.nhs.uk/coronavirus

COVID-19 Symptoms

If you or anyone in your household develops symptoms of COVID-19 before your appointment, **please do not come into hospital**. Ring the booking team using the contact number on your appointment letter and we will rebook your appointment.



Common symptoms include:

- A high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- A new continuous cough or one that has got worse recently.
- Loss of change to your sense of smell or taste.

Smoke-free Site

Please note that all of our hospital sites are designated as smoke-free. This means that smoking is not permitted anywhere inside or outside on hospital grounds. Thank you for helping to keep our sites smoke-free.