# Feasibility Test

As a team manager, you were selected by the General Manager to test the feasibility of a staff checklist as part of the enterprise’s efforts to enhance personal hygiene practices.

As you known BRTGorganisation is planning to improve personal cleanliness practices of all the staff. To assist in this process a Personal Cleanliness practices sheet has been constructed as a means of employee’s checking their standard at various times during a service period. It is believed that this process will ensure customer confidence is maintained in organisational services. Therefore, you have selected to check the feasibility of these practices.

The draft Personal Cleanliness sheet is attached. Please check this and see of it can be used or adapted to become part of the required hygiene procedures that our staff will use in their daily work routine. Report on the feasibility of this checklist and procedures in the provided template.

You are required to assess/check and adjust yourself based on the following:

* Assess whether it is practical to develop a routine of personal cleanliness practices using the given checklist
* Check the Service Period Personal Cleanliness section and adjust yourself to maintain the health of self and others
* Check the Uniform and PPE section for personal hygiene practices related to contamination during the service period and adjust yourself to maintain the health of self and others

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| **Personal Cleanliness Practices Sheet** |
| **Work Preparation/Presentation** |
| * Tie back long hair. * Hair should be worn above the collar or tied back if it falls below the shoulder. * Beards should be short and neatly trimmed. * Clean any nail grooming tools before use. * Avoid cutting cuticles, as they act as barriers to prevent infection. * keep fingernails short, so they are easy to clean and don’t wear nail polish. * Never rip or bite a hangnail. Instead, clip it with a clean, sanitized nail trimmer. * Nail varnish and false nails are not permitted. * Avoid wearing jewellery, or only wear plain-banded rings and sleeper earrings. * Jewellery and piercing should be discreet and appropriate and not cause offence or be a health and safety or an infection control hazard. * Completely cover all cuts and wounds with a wound strip or bandage. * Staff should come work having attended to their personal hygiene each day with clean clothes and hair free from unpleasant odours. |
| **Service Period Personal Cleanliness** |
| * Avoid touching hair, scalp or a body opening. * Do not spit. Cough or sneeze in the work area, use a tissue and wash your hands afterwards. * Do not pick your nose or teeth or scratch your head. * Do not smoke in the work area. * Avoid biting or chewing nails. * Do not use your uniform to wipe your hands. * Do not lean or sit on work areas. * Do not leave rubbish and waste materials lying around put into the covered garbage bin. * Change disposable gloves regularly. * Advise your supervisor if you feel unwell. * The hand should be washed:   + Immediately after using the toilet   + Before coming on duty   + After sneezing or boiling your nose   + After break   + After handling dirty equipment, paper and after using chemical substances |
| **Uniform and PPE** |
| * The clean uniform should be worn each day and replaced if it becomes soiled during a shift. * For staff whose uniform is not mandatory are required to adhere to the following practices:   + Skirts/trousers that are sufficiently long that they touch the ground when walking is not acceptable on safety and hygiene grounds. * Footwear must be safe, sensible, and stable, in good order, be smart and clean and   have regard to Health and Safety considerations.   * Sandals, flip-flops and Crocs or similar are not allowed. * Disposable PPE should be:   + fit you comfortably (not be too tight or too loose)   + Be changed between different tasks   + Never be washed or reused * Hygiene practices to follow when using disposable gloves:   + Putting on:     - Select correct glove size and type.     - Perform hand hygiene     - Pull to cover wrists   + Taking off     - Grasp the outside of the glove with the opposite gloved hand and peel off     - Hold the removed glove in the gloved hand     - Lot your finger under the lip of the remaining glove and peel it off, taking care not to touch the contaminated outer surface     - Dispose of the gloves in the clinical waste bin     - Perform hand hygiene * Hygiene practices to follow when using disposable aprons:   + Putting on:     - Pull the apron over your head and fasten at the back of your waist.     - Taking off     - Pull the apron away from your neck and shoulders, lifting it over your head and taking care to touch the inside only, not the contaminated outer side     - Fold or roll the apron into a bundle with the inner side outermost     - Dispose of the apron in the waste bin     - Perform hand hygiene |

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| **Feasibility Report** |
| **Work Preparation/Presentation:** |
| **Service Period Personal Cleanliness:** |
| **Uniform and PPE:** |