



Practice Checklist: Preparation for practice closure during festive season

Practice considerations

- Revisit your Emergency Response Plan and update if necessary to reflect practice closure
- Revisit your Business Continuity Plan and update if necessary to reflect practice closure
- Ensure all staff and contractors contact details are up to date
- Refer to the [National Vaccine Storage Guideline, Strive for 5, 3rd Ed.](#) to ensure your staff are trained in vaccine management and to plan how you will maintain the cold-chain of your [vaccines in a power outage](#)
- Update alternative opening hours:
 - Health Direct
 - Online booking system
 - Vaccine Operations Centre (VOC)
 - On hold message
 - Webpage and social media
 - Email signature
 - Signage in waiting room and/or front door
- Ensure staff enable their 'Out of Office' email message

External stakeholders

- Provide alternative opening hours and after hours contact details to:
 - Pathology
 - Imaging
 - Pharmacy
 - Hospitals
 - After hours providers

Other considerations

- Clean staff fridge
- Water plants
- Notify landlord, cleaner and any other contractors of alternative opening hours
- Unplug all unessential electrical items
- General office tidy
- Clarify accountabilities including who will have practice access
- Staff wages in accordance with award or agreement
- Check expiry dates on medications/medical supplies