

Memo

TO:All Staff/Wards/Services

RE: Please find information on the Infection Prevention and Control operating hours of Christmas and New Year period. Merry Christmas & Happy New Year!!

From:
Infection Prevention & Control Department

Infection Prevention & Control operating hours

Date	Operating hours	Comments
Monday 18th –Friday 22 nd December 2023	9am to 5pm	Usual operating hours
Saturday 23 rd December 2023	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Sunday 24 th December 2023	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Monday 25 th December (Christmas Day)	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Tuesday 26 th December (Boxing Day)	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Wednesday 27 th - December to Friday 29 th December	9am to 5pm	Usual opening hours
Saturday 30 th December 2023	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Sunday 31 st December 2023	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Monday 1 st January 2024	CLOSED	For IPC support please escalate to DSN/ on-call manager & Director on call
Tuesday 2 nd January 2024	Back to usual hours and service	

The Infection Prevention & Control department is CLOSED on 23rd December to the 26th December 2023 and 30th December 2023 to the 2nd of January 2024

Policies & SOPs:

- **IPC policy-** <https://www.elft.nhs.uk/sites/default/files/2022-11/IPC%20Manual%20V13%20November%202022.pdf>
- **Respiratory policy-** https://www.elft.nhs.uk/sites/default/files/2023-11/respiratory_pathways_policy_v4.pdf