FSCF Face-to-Face Visits Flow Chart

20 July 2020 - FINAL VERSION



Follow this procedure before every face-to-face visit: Review every 20 days to ensure it is up to date if you have any COVID-related **Individual Risk Assessment** symptoms at any time, tell your line manager, this triggers an immediate update of your risk assessment Complete pre-visit checklist Casenote pre-visit checklist using casenoting procedure Book alternative venue if necessary/appropriate Review day of the visit guidance and take any action needed Casenote as usual within 72 hours of visit completion Visit If COVID symptoms disclosed or identified during the visit, follow lone working procedure and immediately tell your line manager Review the post-visit guidance and take any action needed

