

# 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 22 <sup>nd</sup> –24 <sup>th</sup> Wednesday December 2025	9am to 5pm	Usual operating hours
Thursday 25 <sup>th</sup> December 2025 (Christmas Day)	<b>CLOSED</b>	For IPC support please escalate to DSN/ on-call manager & Director on call
Friday 26 <sup>th</sup> December (Boxing Day)	<b>CLOSED</b>	
Saturday 27 <sup>th</sup> December 2025	<b>CLOSED</b>	
Sunday 28 <sup>th</sup> December 2025	<b>CLOSED</b>	
Monday 29 <sup>th</sup> -31 <sup>st</sup> Wednesday December 2025	9am to 5pm	Usual operating hours
1 <sup>st</sup> Thursday January 2026	<b>CLOSED</b>	For IPC support please escalate to DSN/ on-call manager & Director on call
2 <sup>nd</sup> Friday January 2026	9am to 5pm	Usual operating hours
3 <sup>rd</sup> Saturday January 2026	<b>CLOSED</b>	For IPC support please escalate to DSN/ on-call manager & Director on call
4 <sup>th</sup> Sunday January 2026	<b>CLOSED</b>	
5 <sup>th</sup> Monday January 2026	Back to usual hours and service	

***The Infection Prevention & Control department is CLOSED on 25<sup>th</sup> December to the 28<sup>th</sup> December and 1<sup>st</sup> of January 2026***

**Policies & SOPs:**

- **IPC policy**  
<https://www.elft.nhs.uk/sites/default/files/202211/IPC%20Manual%20V13%20November%202022.pdf>
- **Respiratory policy**-<https://www.elft.nhs.uk/sites/default/files/2022-11/Respiratory%20Infections%20Policy%203.0.pdf>