

Contingency Planning for COVID – 19

This is a fast-moving situation which may involve us changing what we do and how we do it. In **the rapidly-moving situation we will receive regular updates from the Government and Public Health England and always seek specific and up-to-date advice when making decisions on these issues.**

We will follow the government's guidance for employers and businesses in the social care sector to check for updates:

<https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>

Appletree will be focusing our activity where it is needed most to ensure clients receive safe care this means concentrating on those areas where we see that the risk to the quality of care is the highest and where we can make the biggest difference. We will support clients and staff by looking at how we can flexibly and proportionately reduce risk. We will follow our business continuity plans as far as is practicable. A Service Impact Analysis will be used at every step of the changing situation.

Public Health England 23rd March 2020

Contingency plan for Coronavirus

The Coronavirus is spread/transmitted by large respiratory droplets and direct or indirect contact with infected secretions e.g.: Blood, Faeces and Urine

SIGNS AND SYMPTOMS OF CORONAVIRUS

- A cough
- A high temperature
- Shortness of breath

BUT

These symptoms do not necessarily mean you have the illness, these symptoms are also common with a cold or flu.

HOW TO AVOID CATCHING OR SPREADING CORONAVIRUS

DO

- Wash your hands with soap and water often, do this for 20 seconds at a time
- Always wash your hands when you get home or into work
- Cover your mouth and nose with a tissue or your sleeve (NOT YOUR HANDS) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards

DO NOT

- Touch your eyes, nose or mouth if your hands are not clean

NOTE: There are a wide range of disinfectants that are effective, Personal Protective Equipment (PPE) are good infection prevention and control precautions.

WHAT TO DO IF YOU NEED MEDICAL HELP

The NHS 111 has an online Coronavirus service that can tell you if you need medical help and advise you what to do.

USE THIS SERVICE IF:

- You think you might have Coronavirus
- In the last 14 days you've been to a country or area with a high risk of Coronavirus – see our Corona advice for travellers
- You've been in close contact with someone with Coronavirus

DO NOT IF:

- Go to a GP surgery, pharmacy or hospital. Call 111 if you need to speak to someone.

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- SELF ISOLATION -

HOW TO SELF ISOLATE

TREATMENT FOR CORONAVIRUS

If there is a chance you could have the virus you may be asked to stay away from other people (SELF ISOLATED)

THIS MEANS YOU SHOULD

- Stay at home
- Not go to work, school or public places
- Not use public transport or taxis
- Ask family, friends or delivery services to do errands for you
- Try to avoid visitors to your home – it's okay for friend, family or delivery drivers to drop off food

NOTE: You may need to do this for up to 14 days to help reduce the possible spread of infection.

There is currently no specific treatment for Coronavirus.

Antibiotics do not work against viruses, treatment aims to relieve the symptoms while Health CARE Support Workers/clients body fights the illness.

Health Care Support Workers/clients need to stay isolated away from other people until they recover.

PREPAREDNESS MEASURES

- Ensure operational procedures are in place and that staff and families are familiar with them. E.g. where PPE's are stored and how they should be used and discarded after use.
- Procedures of rapidly decontaminating part of the health care environment where a possible case has been isolated.
- Ensure Health Care Support Worker to contact either on call or registered manager within the organisation to discuss possible cases.

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MAIN PRINCIPLES

STANDARD INFECTION CONTROL PRECAUTIONS

- Careful attention to hand hygiene
- When handling any clinical waste, which must be placed into a leak proof clinical waste bags or bin and disposed of safely.
- Used laundry should be washed separately from other family members.

RESPIRATORY AND COUGH HYGIENE

Respiratory and cough hygiene will minimise the risk of cross transmission of respiratory illness.

- The client/HCSW should be encouraged to cover their nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing their nose.
- All used tissues should be disposed of promptly into a waste bin.
- Give the client the opportunity to clean their hands after coughing or sneezing using a tissue or after contact with respiratory secretions or objects contaminated by these secretions.

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STAFF CONSIDERATIONS: Recruitment of bank, agency and volunteer staff is still on going. Staff that have been in contact with a client with either suspected or confirmed COVID-19 should be self-isolated.

PERSONAL PROTECTIVE EQUIPMENT PPE

- PPE should be worn by all HCSW's caring for a client that has suspected COVID-19.
- Gloves must be changed when moving from dirty to a clean task. Following removing of gloves, decontaminate hands with alcohol hand sanitiser.
- When putting a pair of clean gloves on, ensure that the cuffs of the gloves cover the cuffs of the HCSW's clothing.

HAND HYGIENE

- This is essential before and after all clients contact, linen and environment.
- Use soap and water to wash or an alcohol hand rub if hands are visible clean.
- Rings, wrist watches and wrist jewellery must not be worn by HCSW's.

VISITORS

Visitors should be restricted to essential visitors only, such as HCSW's and parents.

Visitors should be permitted only after completion of a local risk assessment which includes safeguarding criteria as well as the infection risk.

The risk assessment must assess the risk of onward infection from the visitor to health care staff or from the client to the visitor.

The risk assessment should also include, if it feasible for the visitor to learn the correct usage of PPE under supervision by the HCSW, as should determine whether a visitor even if symptomatic, may themselves be a potential infection risk when entering or exiting the clients home.

It must be clearly documented and reviewed. If correct use of PPE cannot be established then the visitor must **NOT** proceed with visiting.

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EQUIPMENT

- Reusable equipment should be avoided if possible
- Avoid storing any extraneous equipment, supplies or if used it should be decontaminated according to the manufacturer's instruction in the client's room.
- Dispose of single use equipment.
- Ventilators should be protected with a high efficiency filter.
- Closed system suction should be used where possible, otherwise in conjunction with PPE's
- Crockery and cutlery may be used in the client's room, as far as possible to minimise the number of items which need to be decontaminated and washed in hot soapy water.

ENVIRONMENTAL DECONTAMINATION

There is potential for widespread contamination of client's room and environment, so effective cleaning and decontamination is vital.

Cleaning and decontamination should be performed by a HCSW trained in the use of the appropriate PPE in some instances.

After cleaning with neutral detergent, a chlorine based disinfectant should be used. If other alternative disinfectants are used within the organisation, the local IPCT should be consulted in this to ensure that theirs is effective against enveloped viruses.

The client's room should be cleaned at least once a day. There should be more frequent cleaning of commonly used hand touched surfaces at least twice per day.

Reusable equipment such as mop handles, buckets must be decontaminated after use with a chlorine based disinfectant.

PLEASE NOTE

The Health Care Support Worker can continue to go to work, supporting clients within their home. When taking clients out into the local community or hourly activity remember social distancing, keeping a 2 metre (6 ft) distance between people always.

Wash your hands as soon as you get home.

Do not meet others, even friends and family, keep in touch using remote technology such as social media, phones and the internet.

You can spread the virus even if you don't have symptoms.

NOTE: HCSW need to stay away from shops and other places in the community that we can all manage without these include: Pubs and cinemas, shops and markets unless they sell food, libraries, community and youth centres, leisure centres including soft play areas, gyms and bowling centres, playgrounds, outdoor gyms, places of worship, hotels, hostels, breakfast campsites and caravan parks (except if people live their usually)