

Coronavirus Policy and Procedure **CM43**

UPDATED: 10.06.2020

To be updated AS AND WHEN REQUIRED



Purpose

This policy describes how all staff can play their part in controlling the spread of Coronavirus. Careful and complete application of this policy will help to reduce the number of infections. It is based on the principle that Coronavirus is a virus and most cases are preventable. The policy is based on national guidance, especially 'Guidance on Prevention and Control of Coronavirus.

To support Katherine Harriet in meeting the following Key Lines of Enquiry:

SAFE – S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected.

SAFE – S5: How well are people protected by the prevention and control of infection.

EFFECTIVE – E1: Are people's needs and choices assessed and care, treatment and support delivered in line with current legislation, standards and evidence-based guidance to achieve effective outcomes.

CARING – C3: How are peoples privacy, dignity and independence respected and prompted.

To meet the legal requirements of the regulated activities that KH Ltd is registered to provide:

- Equality Act 2010
- The Health and Social Care Act 2008 Regulations 2014
- Health and Safety at work etc Act 1974
- Mental Capacity Act 2005

Policy (COVID-19)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-

CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Procedure

There are key measures in preventing the development and spread of coronavirus:

- ✓ All staff must wear gloves and an apron when in direct contact with the patient, their bedclothes or equipment
- ✓ Disposing of excreta
- ✓ clearing up spills of body fluid
- ✓ Wear gloves and apron if assisting with the hygiene or toileting of the patient and should wash their hands with soap and water after this contact.
- ✓ Take apron off first, then gloves and wash hands (in this order so that un-gloved hands are not contaminated)
- ✓ Wash their hands before leaving the House and on arrival.
- ✓ After disposing of excreta or clearing up body fluid spills
- ✓ All staff must ensure that they are carrying with them and using Alcohol Gel / Alcohol wipes

All the above prevention methods need to be communicated to all staff attending all clients.

We will be following GUIDELINES set by Public Health England (SEE attached Document – 28.04.2020) in terms of PPE and the use of it.

It is client's responsibilities to inform the Katherine Harriet Office if they have been in contact with anyone who has visited the countries that have been listed on the Public Health England Website, or has been in contact with someone who has suspected or confirmed Coronavirus. The office should be immediately informed if the client that we are caring for is suspected to have or has a confirmed case of Coronavirus.

For staff that are classed as 'High Risk' a risk assessment will be carried out to ensure that all preventable measures are in place, and they are working in the safest possible way.

Office staff will be reduced during lockdown to Skelton staff, staff that are working within the office environment will always sit separately and keep a recommended distance of 2 meters between them.

The office will be close to public and staff wishing to collect any paperwork or PPE can do so between the hours of 10.00am -12.00pm and 2.00pm-4.00pm, this should be called through to the office first to ensure that this is ready to be collected and once the staff member is outside they should call to notify us of this and one office staff member will go to the car with the order.

Where we have Vulnerable or Pregnant staff we will carry out a Risk Assessment to ensure safe practices and how we can mitigate any risk.

Client Reviews / Assessments

Client reviews should be carried out **every 6 months**. Where possible over the phone or by Zoom or any other video conference call. Where this is not possible for such Clients that have Moving and Handling Risk Assessments or where we administer Medication then a Review should be booked face to face with a KH Manager, Client Care Advisor and the Client / Family or Advocate. When attending a face to face review full Personal Protective Equipment (PPE) should be worn on entry to the property as per guidelines set out on the Direct Gov website.

If the client has capacity and declines to have the review face to face then this should be documented and a letter written to the Client to confirm this in writing. If the Client is deemed to lack capacity and the family have made this decision on their behalf then the above procedure should be followed.

All steps should be clearly documented in the clients home file and also on the computer system and a letter written to the client or client representative stating the reason for the refusal of the review and that they have confirmed over the phone that there are **no changes** to the Care Plan, Moving and Handling or Medication. Should we feel a Review is necessary and we do need to see the Client in person and the Client refuses then we will not be able to continue care and this will be documented. We need to ensure that our Staff and the Client are kept safe at all times.

All Assessments will be carried out as normal with a Care Manager.

Staff Reviews / Meetings

Staff reviews are to take place over Zoom or Facetime until it is safe to have the office open to staff members and procedures are in place to ensure that the staff member and office staff are safe to hold a meeting in the meeting room, this should take effect on Monday 15th June.

From the 15th June 2020 if a staff member is coming in to the office for a face to face meeting then this should be done in the small meeting room behind reception and the

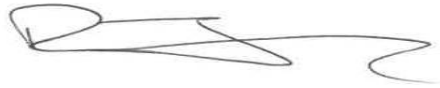
screen should be placed in the middle of the table to protect all staff members. Please ensure that hand sanitisers are used on entering the building and exiting.

This will be reviewed in July 2020.

UPDATE:

As of 06.05.2020 -	We have had NO Clients tested positive for COVID 19
	We have had NO Staff tested positive for COVID 19
As of 10.06.2020 -	We have had NO Clients tested positive for COVID 19
	We have had NO Staff tested positive for COVID 19

Signed:



Position: Rebecca Tilby – Registered Manager

Date: April 2020

Review date: April 2021