

## Coronavirus Policy and Procedure **CM43**

**UPDATED: 10.12.2020**

**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 people's privacy, dignity and independence respected and promoted.**

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.

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.

### **Office**

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

Office staff will be required to wear a mask when walking through and around the office and are not sat at their work station, all staff members are required to use alcohol gel on their arrival in to the office and before entering the main office their temperature taken and logged each time they enter the office.

The main office will be closed to public, anyone who wishes to have a meeting with a member of the office team or need to come in to sign paper work will have to have their temperature taken and recorded on their arrival and then sat in the meeting room behind the screen. The table in this room will need to be wiped using Antibacterial spray or wipes after the meeting has ended.

### **Holidays**

Any staff that are planning to travel abroad need to make the office aware of where they are going, the office is then to keep a check on isolation notices from that country and advise the Wellbeing Assistant on their arrival back into England how long and if they are required to self-isolate and how long for.

### **Flu Jabs**

As guidance set out by NHS England, we have requested that all Staff employed by Katherine Harriet book to have their flu jab and ensure that we are made aware as soon as this has been received by the staff member.

### **Testing**

As of 8<sup>th</sup> December 2020, all staff members that are employed by Katherine Harriet will be tested weekly, unless they are tested by another workplace or a test is required due to them showing symptoms. The Registered Manager is to ensure that the tests are ordered for staff to drive by the office to collect these. Once the staff member has collected these, this will need to be logged on the Covid-19 spread sheet with the date that this was collected. The Wellbeing Assistant will need to follow the instructions and complete the test and send this to be analyzed. When sending these they have been instructed to supply the [info@katherineharriet.care](mailto:info@katherineharriet.care) and their mobile number to ensure that they and the office receive the results. If the results come back and are Negative this will be logged on the system on the Covid-19 spread sheet and on People Planner, if the test is received and is positive the Wellbeing Assistant will need to follow Government Guidance and self-isolate.

If they do receive a Positive result, they are required to not carry out another test until 90 days after the positive result has been received, this will need to be checked against the latest Government Guidance.

### **CQC Tracker**

Katherine Harriet are required to complete the CQC Tracker each day Monday – Friday, this will be to record

- ✓ How many Clients Katherine Harriet have to date?
- ✓ How many people using your service have a confirmed diagnosis of coronavirus?

- ✓ How many people using your service have a suspected case of coronavirus?
- ✓ How many staff in your organisation deliver care to people?
- ✓ How many staff who deliver care to people who are not working because of coronavirus?
- ✓ What is Katherine Harriet's current stock of personal protective equipment (PPE)?
- ✓ Can Katherine Harriet provide any extra care hours?
- ✓ How many extra care hours do you think you can provide per week?

This needs to be completed a screen shot taken and copied on to a word document and then printed and placed in the CQC file under the CQC Tracker section, this also has a front page that needs to be ticked and signed by the person completing this.

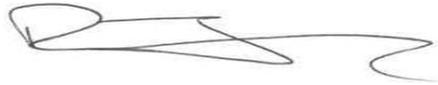
**UPDATE:**

As of 10.12.2020 -

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**