

## Coronavirus Policy and Procedure **CM43**

**To be updated WEEKLY unless required sooner by the RM / OM**



### 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 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.

Katherine Harriet Ltd – CORONAVIRUS P&P (CM43)

Telephone: 01432 483083 / info@katherineharriet.care / www.katherineharriet.care

## 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.

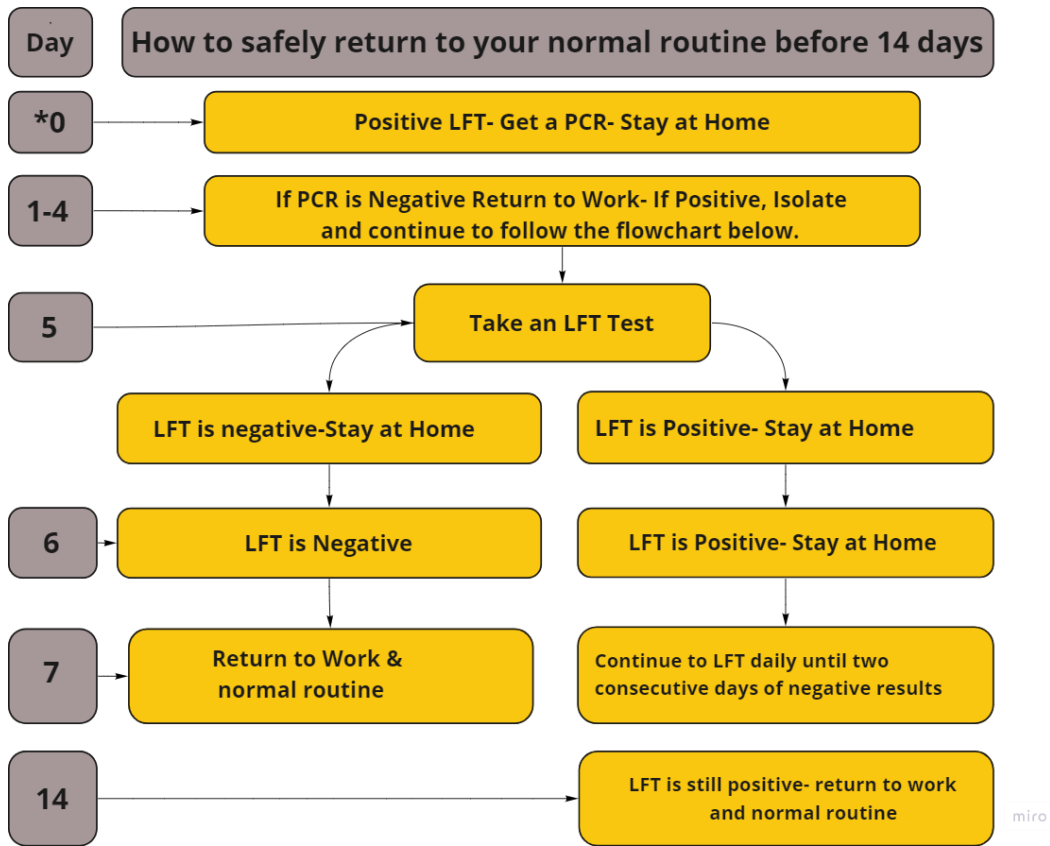
It is client's responsibilities to inform the Katherine Harriet Office if they have been in contact with anyone who has visited the countries that have been listed on the Public Health England Website or has been in contact with someone who has suspected or confirmed Coronavirus. The office should be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

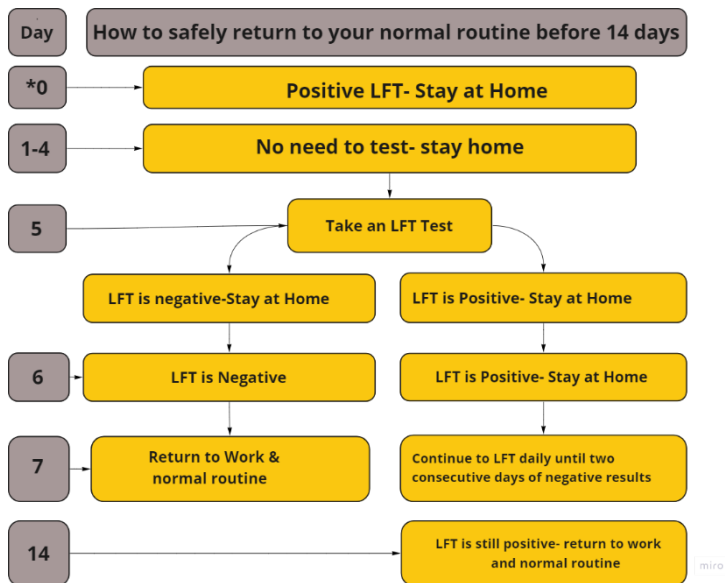
### **Updated – 25.03.2022**

As a staff member tests positive on a Lateral Flow test they will require to complete the following flow of procedure:



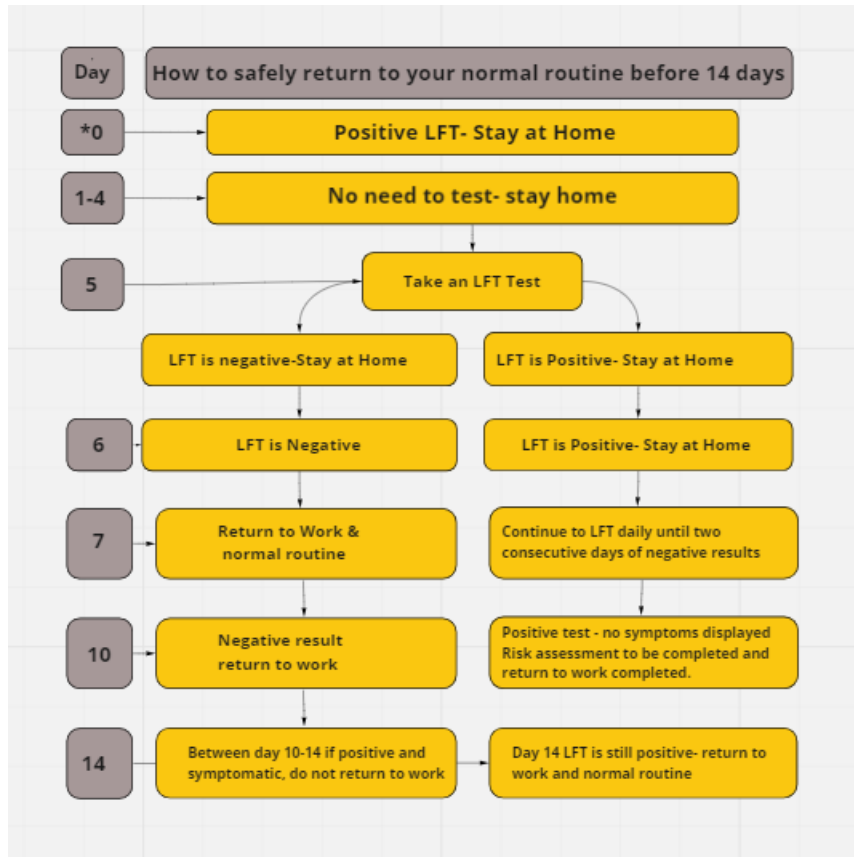
**Update 14/04/2022**

As a staff member tests positive on a lateral flow test, they will no longer need to complete a follow up PCR test result, the individual will need to test on day 5 and 6, if this is negative with 24 hours apart the staff member may return to work. Daily testing will continue and if still positive they will be able to return upon day 14. If the test is negative they may return to work before this period. Please follow updated flow chart:



### Update 24/05/22

Following Government guidance a staff member is able to return to work from ten day onwards, providing the staff member has no symptoms of a cough and high temperature. The manager must provide a risk assessment for the staff member to return to work.



### 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 workstation, all staff members are required to use alcohol gel on their arrival into 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 paperwork 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.

As of 25<sup>th</sup> January 2021, there is now an Covid Office Checklist to be completed each week by HR and reported back to the Business Manager to be discussed at the Care Team meetings on a Monday. This will ensure all the requirements for the office are being followed and any improvements that need to be made.

**Updated – 01.07.2021**

Office staff to complete a Lateral Flow test each day before attending work, a picture of this is to be sent to the office WhatsApp group before attending the office.

**Updated – 01.07.2021**

Covid Temperature and Covid Checklist is no longer required, The office will follow the guidelines as per Government living with Covid set out, screens are still used in the office and staff will be prompted to test and complete temperature when the staff member

**Updated – 01.04.2022**

Office staff to complete a Lateral Flow test on Monday / Wednesday and Fridays, tests are registered by Reception and Admin each time.

**Updated – 26.04.2022**

Temperature checks and Covid Checklist now not required, policy to be continued to be updated on a weekly basis. Temperature check to be completed when the individual is feeling unwell, if the temperature check is high the individual must return home and be assessed whether the member can work from home.

Lateral Flow tests are completed every Monday and Thursday for Office staff.

**Statutory Sick Pay****Updated – 24.03.2022**

The Statutory Sick Pay Rebate Scheme closes for coronavirus related absences after 17 March 2022. The scheme will no longer pay employees if they are required to not attend work due to Coronavirus related illness. SSP will be available under normal sickness payments and no longer from the first day of absence, but from the Statutory Sick Pay from day 4 onwards.

**Holidays**

Any staff that are planning to travel abroad need to make the office aware of where they are going, advice on travel and testing will be sought from Direct Gov website.

**Updated – 14.06.2021**

The new traffic light system which is available on direct gov and is regularly updated to make all travelers aware of which countries are in Red Amber and Green categories. It has advice and the latest information on entry requirements and travel warnings. Before you travel, please check the (entry requirements) as these change with very little warning. Katherine Harriet advise that you do not travel to any Amber or Red countries due to the vulnerability of our clients. If you are thinking of travelling abroad, please speak to a member of the management team immediately. It is important to note that government guideline might suggest isolation period these may be longer for the purpose of Katherine Harriet.

In line with this policy, we advise you to only travel to those countries in the Green list.

All Katherine Harriet staff that fly to go on holiday will be assessed on a case by case basis, the guidance will be taken from the Direct Gov website and will be communicated with the

staff member via email so they are clear on what needs to happen after they return back to England.

### **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.

The Office Administrator / HR Assistant will be responsible for logging this each week with the date that this was collected. The Wellbeing Assistant will need to follow the instructions on how to carry out the test and how to register the test using the UON and then send this to be analyzed. When supplying the email address for the test results to be sent to the Wellbeing Assistants 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 and they receive a copy themselves. 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.

KH also have a supply of Lateral Flow Tests (Rapid Response) and will use these where they are needed to ensure safety and reassurance when needed.

### **UPDATED 23.07.2021:**

Public Health England have emailed and issued updated guidance on isolation within the Health Care Sector, COVID-19: Exemption from contact isolation for fully vaccinated health and social care staff in exceptional circumstances.

This clearly defines guidance on self-isolation when being in contact with a positive Covid 19 case. only in exceptional circumstances where there is a risk to health or safety resulting from staff absence through the provision of a reduced level of care, health and social care staff who have been identified as a contact of a case of COVID-19 and who are fully vaccinated (more than 14 days after the second dose) may be able to continue in their role. Each is to be decided on a case-by-case basis and clear instruction and Risk Assessments will need to be in place for this.

### **UPDATED 13.08.2021**

Public Health has reissued guidance on this as of 16<sup>th</sup> August, **Staff who are fully vaccinated**, social staff members who have been identified as a contact of a case of COVID-19 no longer

need to self-isolate, **if they are fully vaccinated** against COVID-19 (that is, 14 days after a full course of an MHRA approved NHS administered vaccine).

In relation to staff members who are fully vaccinated against COVID-19, requires the following:

- the care worker should not have any COVID-19 symptoms
- the care worker should immediately arrange for a PCR test, either through Katherine Harriet or via the NHS Test and Trace service, and the result of this PCR test should be negative prior to returning to work
- following the negative PCR result, the care worker should undertake a Lateral Flow Test every day for the 10 days following their last contact with the case (even on days they are not at work)
- on days the care worker is working, the Lateral Flow Test should be taken before starting their shift, and the result should be negative
- the care worker should comply with all relevant infection control precautions and PPE should be worn properly throughout the day

**UPDATED 23.12.2021**

Public Health update states that anyone who is fully vaccinated now only has to isolate for 7 days, in order for them to reduce this isolation period they need to complete a lateral flow test on day 6 and 7 of isolation, if these are negative then they no longer have to isolate and can return to work. If the Lateral Flow test are positive then the full 10 days isolation period will need to be completed.

**Updated – 17.01.2022**

Public Health update states that anyone who is fully vaccinated now only has to isolate for 5 days, in order for them to reduce this isolation period they need to complete a lateral flow test on day 5 and 6 of isolation, if these are negative then they no longer have to isolate and can return to work. If the Lateral Flow test are positive, then the full 10 days isolation period will need to be completed.

### **Staff who are not fully vaccinated**

In relation to staff who are unvaccinated, or partially vaccinated, who are identified a contact of a COVID-19 case,

If an unvaccinated or partially vaccinated staff member is notified as a contact of a COVID-19 case, by NHS Test and Trace or their workplace, they must self-isolate as advised unless they are exempt (because they are under 18, unable to be vaccinated due to medical reasons or are taking part or have taken part in a clinical trial for a COVID-19 vaccine).

If they are unvaccinated and are exempt from self-isolation they should not attend work.

The following general principles continue to apply to all unvaccinated or partially vaccinated staff who have been identified as a contact of a COVID-19 case:

- if they are providing care to or are in close contact with an individual with SARS-CoV-2 infection and are wearing the correct PPE appropriately in accordance with the current infection prevention and control (IPC) guidance, they will not be considered as a contact for the purposes of contact tracing and isolation
- if there has been a breach of recommended PPE during the care episode then the staff member would be considered a contact and should self-isolate as advised
- in non-patient facing areas, IPC precautions may unintentionally be less stringently adhered to. If IPC precautions have been compromised, or PPE has been worn incorrectly or breached, the staff member should be considered a contact and should self-isolate as advised.

### **Updated – 24.02.2022**

Isolation is now no longer a legal requirement, this has not yet been confirmed with in the Health and Social Care Sector, this will be reviewed and new guidance issued on or before 1<sup>st</sup> April 2022, until this new guidance has been issued LFT are to be completed daily by all staff that are working and these need to be registered, PPE is to be worn as per IPC guidance.

### **Updated – 01/04/2022**

From the 1<sup>st</sup> April 2022, staff will no longer be required to test with Lateral Flow Tests before the start of each shift or nearest time possible, instead the following will apply for weekly asymptomatic testing;

#### **Asymptomatic staff testing**

Staff should conduct 2 LFD tests per week, taking them before they begin work, spaced 3 to 4 days apart. This also applies to staff who provide care and support to the individual they live with. This will be monitored by the administration team and staff will be contacted if this is not being completed. These are to be registered in the normal route using the companies UON on the Government website. If the staff member works only once a week this will be carried out before shift commences.

#### **Symptomatic staff testing**

If an individual experiences any of the main symptoms of coronavirus (COVID-19), they should immediately take a lateral flow device (LFD) test as soon as they develop symptoms and take another LFD test 48 hours after the first test.

Symptomatic staff should stay away from work and conduct the LFD test at home. Staff can come into work if both LFD test results are negative and medically fit to do so.

### **Updated – 13/04/2022**

#### **Close Contact**

When an individual has been in contact with a positive case, they will no longer need to isolate from work, they will be required to take a Lateral Flow Test daily for the following 5



days, if symptoms begin to show the office must be notified immediately and symptomatic testing must begin as per guidelines.

### **Testing when working with a confirmed positive Client**

Following a positive case, staff should do daily testing for 5 days. This testing is not extended if further positives are found in these 5 days.

### **CQC Tracker**

Katherine Harriet is 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.

KH will also ensure they attend all Provider / Hereford Council update Meeting (every Thursday) to ensure they are always up to date with the latest legislation. Public Health England are also present for these meetings.

### **Vaccines**

As of the 1<sup>st</sup> January 2021, 58% (31 staff members) of our staff members have received the 1<sup>st</sup> Pfizer vaccine, they will receive the 2<sup>nd</sup> vaccine again on 20<sup>th</sup> March 2021. We are waiting for confirmation on when the other 42% of staff members can attend to have the vaccine.

#### **UPDATED 27.09.2021**

As of Wednesday 22<sup>nd</sup> August, all Care staff will be offered the booster vaccine, this will need to be booked and attended by the staff, Katherine Harriet need to be notified once this has been received.

#### **UPDATED 27.12.2021**

As of 27<sup>th</sup> December 2021, anyone who is classed as being Immune Suppressed will be offered a 4<sup>th</sup> Vaccination.

#### **UPDATED – 01.04.2022**

Our Vaccination Policy CM49, updated on 15/03/2022 outlines Katherine Harriet's encouragement for all staff to receive their Covid-19 vaccinations and to keep these up to date. Katherine Harriet ensures all Covid Pass' are produced and recorded on their personnel files.

### **Clients returning from Hospital or Coming home from Respite**

All client that are returning home into the care of Katherine Harriet are to have a Covid-19 PCR test before they are discharged, the Care Team are responsible for finding out if this test is positive or Negative.

If the test is Negative the client can return home and the care can be recommenced, all Wellbeing Assistants will be required to wear full PPE (Gloves, Apron, Mask and Visor) for 7 days when attending calls with the client, after 7-day period has ended they will only be required to wear PPE as per Government Guidance (Gloves, Aprons and Mask).

If the test result is positive Katherine Harriet will advise the hospital or Care Home that they will not recommence care until the 10-day isolation period has come to an end, after this the client can be discharged home into the care of Katherine Harriet, this will be following the above guidance on PPE.

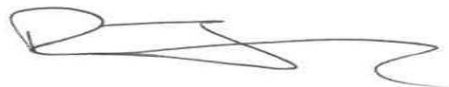
### **Updated 13/05/2022**

Katherine Harriet has now updated their policy to reflect previous positive cases in both Clients and Staff since the beginning of this policy. The table will reflect an overall amount of positive cases and will be updated every week.

Covid-19 Positive Cases		
Staff	SIXTYONE staff tested positive for Covid-19	Updated 01/08/2022 – We have had TWO new positive cases since 21/07/2022
Client	TWENTY clients tested positive for Covid-19	Updated 01/08/2022 – We have had NO new positive cases since 21/07/2022

Vaccinations	
Staff	12.04.2021 – 98.5% of Front-Line workers and office workers have received their 2nd Covid Vaccination.

	13.08.2021 – 98.5% of Front-Line workers and office workers have received their 2nd Covid Vaccination.
	04.05.2022 – 98.5% of Front-Line workers and office workers have received their 3rd Covid Vaccination.
Client	85 Clients have received their 1 <sup>st</sup> Covid vaccination – Updated 01/08/2022
	88 Clients have received their 2 <sup>nd</sup> Covid vaccination - Updated 01/08/2022
	59 Clients have received their 3 <sup>rd</sup> Covid vaccination - Updated 01/08/2022

**Signed:**


Position: Rebecca Tilby – Registered Manager  
Date: 19<sup>th</sup> July 2022  
Review date: 27<sup>th</sup> July 2022