

Procedure Document

Coronavirus Control Policy –June 2021

Dayspace

Testing and vaccination policy

The protocol for this organisation is that all staff in our Day Centres will be vaccinated. All staff currently employed have now received their first vaccination and most staff have also had their second vaccination. Any new starters joining the organisation will be required to get a vaccination to start their role.

The protocol for testing is that Dayspace Staff get tested twice a week, once with both a PCR test and a lateral flow test and the second time with solely a lateral flow test. These are registered on a Covid-19 spreadsheet and if there are any positive results the affected individual will isolate for 10 days and take another PCR test before returning to work.

Cleaning Surfaces

One of the main ways in which the Covid-19 virus spread is people touching contaminated surfaces or objects. This therefore means surface cleaning (using antibacterial spray) must be carried out more frequently.

The relevant surfaces must be cleaned:

- At the beginning of each working day.
- At the end of each working day
- After food preparation.
- If any bodily fluids (from customers or staff) come into contact with a surface.

Most at risk surfaces, which must be disinfected:

- Bathroom surfaces.
- Toilet Seats.
- Sinks and taps.
- Door Handles (Including front and back doors)
- Kitchen Surfaces.
- Anything else that comes into regular contact with bodily fluids.

Washing Hands

It is integral for everyone to wash hands regularly and well to prevent the spread of infection.

Hands must be washed:

- At the beginning of the working day.
- At the end of the working day.
- Upon arrival.
- Between sessions with different people we support.
- Before and after any personal care has been given – even when using gloves.
- When coming into contact with any bodily fluids (your own or anyone else's)
- Before each session
- After preparing food.
- After eating.

Customers must wash hands:

- Upon arrival.
- Before and after each session.
- After using the toilet.
- Before and after eating food.

- Before and after having a drink.
- After coming into contact with any bodily fluids.
- When leaving the building.

How Covid-19 spreads

The coronavirus is most likely to spread when there is close contact with an infected person. The risk increases the longer someone has close contact with an infected person. The main means of transmission are most likely to be when a person coughs or sneezes containing the virus.

It can also be spread through touching contaminated surfaces, objects or the hand of an infected person that has been contaminated with respiratory secretions and then preceding to touch their own mouth, nose or eyes.

Preventing Spread of Infection

To prevent the spread of infection within the workplace you must:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Put all used tissues straight in the bin.
- Wash your hands often and well (for at least 20 seconds).
- Try to avoid direct contact with unwell people.
- Disinfect frequently touched or used objects.
- Try not to touch your mouth, nose or eyes when your hands aren't clean.

Staff/People We Support Presenting Symptoms on Site

Any staff member or people we support presenting signs or symptoms of Covid-19 on arrival to Dayspace or during their time inside the building will be isolated in the Relax room whilst arrangements are made for their removal from the service. Public Health England will be contacted immediately to manage this issue.

Lockdown Protocol

In the event of a company-wide breakout of coronavirus, we will be immediately closing the service and contacting Public Health England to follow their advice on isolating and deep cleaning.

In the event that our DaySpace services close due to a government advised lockdown, staff may be expected to work shifts at our residential homes if necessary. This is in line with our company policies.

Risk Assessing

Following risk assessments on government guidelines over lockdown lifting, extensive conversations and best interest meetings with house managers and next of kin, have been had to accept the people we support back into the building. If it is not appropriate for certain people to return, Interactive Online Dayspace sessions and Dayspace Go sessions are available as an alternative.

Risk Assessment Questionnaires will need to be answered – for the people we support returning to Dayspace for regular sessions - in order for the customer to enter the building safely.