

BeSocial @the Centre

Covid-19 Policies and Procedures

August 2020

Index

Covid-19 Cleaning Policy.....	3
Covid-19 Locked Door Policy.....	5
Covid-19 Outbreak.....	6
Covid-19 Self Isolation.....	8

Covid-19 Cleaning Policy

Purpose

To keep the BeSocial premises at Langley Road as Covid-secure as possible by following cleaning measures in-line with Government guidance

Policy

BeSocial@theCentre recognises that most of our members are categorised as highly vulnerable to Covid-19 Coronavirus.

We aim to protect them, and our staff, by implementing a thorough cleaning regime.

We are using antibacterial disinfectants to help kill Covid-19 and prevent the spread of the virus. This policy replaces our general cleaning regime for the duration of the Covid-19 pandemic.

BeSocial@theCentre has developed a daily cleaning checklist which follows our Covid-19 Risk Assessment. This checklist will be completed on the days that we are open.

Once a month a professional cleaning company will sanitise the entire building using an electrostatic fogging machine. This cleaning method is similar to procedures used by the NHS and residential care homes. This will help to further prevent the virus from spreading for up to 28 days.

Procedure

- One dedicated member of staff (Management), to follow daily cleaning checklist (displayed in day room). This prevents cross-contamination between staff and members
- The checklist includes all 'hot' touch points such as door pads, light switches, door handles etc. These will be cleaned throughout the day and after each use with antibacterial disinfectant
- All surfaces including chairs, tables, desks, doors, shelves, toilets and anywhere else that may have been touched will be thoroughly wiped down or sprayed with antibacterial disinfectant at the beginning and end of each of the days we are open

- A professional cleaning company will carry out electrostatic fogging of the Centre once each month
- Cleaning checklist and Covid-19 Risk Assessment to be reviewed weekly in-line with Government guidance
- All crockery, cups, beakers, cutlery, and other kitchen items to be washed in industrial dishwasher after each use, by the same member of staff all day to prevent cross-contamination
- Staff to wear full Covid-19 PPE while cleaning

Covid-19 Locked Door Policy

Purpose

To help prevent an outbreak of Covid-19 Coronavirus at BeSocial@theCentre by keeping the Centre as Covid-19 secure as possible.

Who may be affected by this policy?

- Members
- Staff
- Contractors
- Visitors

Policy

BeSocial acknowledges that our members are amongst the most vulnerable in society for contracting Covid-19.

As such, we are keeping our staffing levels to the safest, lowest number possible, and are allowing a maximum of 9 members only to visit the Centre per day.

This reduces the number of people on-site so that staff and members can remain at a safe 2 metre distance. These measures mean a maximum of 13 people will be in the building at any one time. All people entering the building will be checked for symptoms and have their temperature taken so that we can be as Covid-secure as possible.

Our entrance doors will be locked during opening hours to keep the Centre as Covid-secure as possible and prevent visitors who have not been checked for symptoms from accidentally entering the building.

Staff are not permitted to leave the building during opening hours to go anywhere other than their home, to reduce the risk of contracting the virus in public places. All staff and members have been made aware of this. **This is a temporary measure during Covid-19 and will be reviewed daily.**

Signage on the outside of the building makes clear that no visitors will be allowed access without an appointment, and all deliveries, including meals, will be made outside.

This policy follows public health guidelines for social distancing, cleanliness and making the workplace Covid-secure.

Covid-19 Outbreak Policy and Procedure

Purpose

To enable us to safely manage an outbreak of Covid-19 Coronavirus on the premises at BeSocial@theCentre. This is a temporary measure during Covid-19 and will be constantly reviewed in-line with Government guidance.

Who may be affected by this policy?

- All users of the Centre

Policy

BeSocial@theCentre acknowledges that contracting Covid-19 can have very serious health consequences for those with underlying conditions, and those over the age of 70. As most of our members fall into those categories we need to act quickly and safely if an outbreak is suspected.

Following Government guidance, in the event of an outbreak on the premises at Langley Road, we will isolate the individual as soon as, and as safely as possible.

Our self-isolation policy will apply to that individual, all staff and anyone who was in the building at the time.

The NHS Track and Trace system will take effect, the Local Authority will be informed, and the Centre will close temporarily until it is deemed safe to re-open.

In support of this, our therapy area/hair salon is now a quarantine room where someone showing symptoms can self-isolate until they return home. This is the easiest room to deep clean. Please refer to BeSocial Covid-19 Risk Assessment for more details.

This policy has been developed following Government guidance for Managing staff and exposed patients or residents in health and social care settings:

<https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

Procedure

- Person showing symptoms of Covid-19 such as a new continuous cough, high temperature, a loss of, or change to, their sense of smell or taste must leave the building immediately. If not possible they must self-isolate in quarantine room until they can return home
- Staff MUST wear PPE and follow social distancing guidelines if supporting a member with symptoms
- If a member is self-isolating in quarantine room they must remain alone until their transport arrives to take them home unless they are showing signs of a medical emergency. This is to protect staff from contracting and spreading the virus
- ALL persons on site to wash hands immediately following Government guidelines
- All PPE must be disposed of in clinical waste bin
- All other persons to return home immediately and follow self-isolation guidance
- NHS Test and Trace system to be enforced
- Local Authority to be informed of outbreak
- All families/carers of members to be informed immediately
- Building to be closed for up to 14 days following advice from Local Authority
- Staff to be tested for Covid-19
- Self-isolation policy to be implemented following Government guidelines
- Building to be deep cleaned and electrostatically fogged by professional company before re-opening
- Staff to undertake return to work health questionnaire before re-entering building

Covid-19 Self-Isolation and Testing Policy

Purpose

To protect all users of the Centre from contracting and spreading Covid-19 Coronavirus by following Government guidelines on self-isolating and staying at home.

Who is affected by this policy?

- Staff
- Members
- Families/carers of members and staff

Policy

BeSocial@theCentre is operating a self-isolation and testing policy for anyone who shows symptoms of Covid-19. They must leave the building immediately and self-isolate for up to 10 days, (isolation period to be reviewed in-line with Government guidance at that time). The person will be advised to take a Covid-19 test.

This policy has been developed in line with Government guidance for the Management of Staff and Exposed Patients or Residents in a Health and Social Care Setting:
<https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

Procedure

BeSocial@theCentre follows the following advice on self-isolation from the UK Government August 2020:

- Staff showing symptoms should follow the [stay at home guidance](#)
- While at home (off-duty), they should not attend work and notify their line manager immediately
- If at work, they should put on a surgical face mask immediately, inform their line manager and return home

- They should comply with all requests for testing

If a member of staff develops symptoms, they should be tested for SARS-CoV-2. Testing is most sensitive within 3 days of symptoms developing.

Guidelines on who can get tested and how to arrange for a test can be found in the [COVID-19: getting tested guidance](#).

If their symptoms do not improve after 10 days, or their condition worsens, they should speak to their occupational health department if they have one, or use the [NHS 111 online](#) coronavirus service.

If they do not have internet access, they should call NHS 111. For a medical emergency, they should call 999.

Staff who have previously tested positive for SARS-CoV-2 by PCR should be exempt from re-testing within a period of 6 weeks from their initial illness onset, unless they develop new symptoms, in which case they will need re-testing.

If they have developed new possible [COVID-19 symptoms](#) after 6 weeks, they would need to self-isolate again. If, however, they are asymptomatic, further management should be discussed with an infection specialist (for example a specialist in microbiology, virology or infectious diseases), before a decision is made regarding another self-isolation period.

This guidance should be followed regardless of the results of any SARS-CoV-2 antibody testing. A positive antibody result signifies previous exposure, but it is currently unknown whether this correlates with immunity, including protection against future infections.

Staff who have tested positive for SARS-CoV-2 by polymerase chain reaction (PCR) in the community or at work **should self-isolate for at least 10 days after illness onset**. If, however, they have been admitted to hospital they should be isolated in hospital (or continue to self-isolate on discharge) for 14 days from their first positive PCR test result. This is because COVID-19 cases admitted to hospital will have more severe disease and are more likely to have pre-existing conditions, such as severe immunosuppression. For the same reasons, the 14-day isolation rule also applies to other (non-staff) COVID-19 cases admitted to hospital.

Asymptomatic staff, (usually not hospitalised) who have tested positive for SARS-CoV-2 should self-isolate for 10 days following their first positive PCR test.