



## Resources for Autism Covid 19 Outbreak Control Plan

Easy to use guidance for  
opening and delivery of  
services.

**Informed by Local and National Guidance, this plan aims to inform Resources For Autism (RfA) safe delivery of operational services during the COVID-19 global pandemic. The plan covers all of RfA's services inclusive : School Integration Project (Orange House), Adult Groups, Youth Clubs, Play Schemes, Community Support (at home or in community), Therapies, and Reach Out volunteering. The plan also includes office activity within the London premises of 858 Finchley Road, this also includes the office and office staff, including any face to face support at home or in the community support or sessions.**

**Staff members that this guidance relates to: Head of services, Managers, Support Workers, Leaders, Deputy Leaders, Co-ordinators, Volunteers, Therapists as well as service users and their carers.**

**All staff are responsible for the implementation of the actions in this plan. All staff should read this and complete the checklist before every session. Managers and leaders should encourage staff to read and carry out actions.**

**Managers can ask to see this completed as evidence that these have been carried out.**

**Date of last review: 17<sup>th</sup> Sept 2021 V1:**

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# 1. Important Numbers

Always have an up to date contacts, if you have suspected COVID-19 case.

Who?	When and What for?	Contact details
<p><b>Amy Yogaratnam - Service manager</b>  <b>Iris Korczyn –Head of services</b>  <b>Maria Baldwin – Head of workforce</b>  <b>Michelle March - Service Manager West Midlands</b>  <b>Laky Sahota- Regional Head of Service West Midlands</b></p>	<p>For general support on staffing, workforce issues, admissions and information, requesting PPE, requesting support with testing and vaccination.            Report any suspected Covid-19 cases.</p>	<p><a href="mailto:Amy@resourcesforautism.org.uk">Amy@resourcesforautism.org.uk</a>            07891 476293</p> <p><a href="mailto:Maria@resourcesforautism.org.uk">Maria@resourcesforautism.org.uk</a></p> <p>Michelle <a href="mailto:Michelle@resourcesforautism.org.uk">@resourcesforautism.org.uk</a>            07854 451545</p> <p><a href="mailto:Lakhvir@resourecsforautism.org.uk">Lakhvir@resourecsforautism.org.uk</a></p>
<b>Local Authority: Public Health</b>	For health protection and infection control advice	Look out for Local Borough Number See Appendix x for more info
<b>Public Health England, London Coronavirus Response Cell (LCRC)</b>	For the purpose of early identification of a possible outbreak, we are asked to notify about any <b>possible</b> COVID-19 cases <b>except</b> when there is already an outbreak established.	0300 303 0450 or <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a>
<b>NCL CCG Infection prevention and control support</b>	Advice and guidance regarding Infection Prevention and Control	Mon-Fri 9-5: 020 3816 3403 <a href="mailto:nclccg.covid-19infectioncontrol@nhs.net">nclccg.covid-19infectioncontrol@nhs.net</a>
<b>NHS 111</b>	Urgent clinical advice for anyone displaying symptoms of COVID-19 if they cannot get through to their own GP.	<b>NHS 119</b>

Who is responsible	<b>2. Infection prevention and control:</b>	
All Staff at All time	<p><b>Risk Assessment</b> Carry out and implement actions from this check list</p> <p>For more in-depth COVID-19 risk assessment which includes the risk matrix please see here (for Manager use) <a href="#">Combined Risk assessment Covid19 2020 Updated Oct 2020.pdf</a></p>	
All staff	<p><b>Vaccination</b></p> <p>For details on RfA's vaccination policy please email <a href="mailto:maria@resourcesforautism.org.uk">maria@resourcesforautism.org.uk</a></p>	
All staff	<p><b>Hand hygiene</b> Regular handwashing is essential for everyone. Soap and water or alcohol gel can be used for cleaning.</p> <p>Remember to <b>avoid touching your face, eyes and mouth</b> if possible.</p>	
All staff	<p><b>Coughing and sneezing</b> Cover the mouth, make sure there is somewhere for the safe disposal of tissues and a supply of new ones, wash hand after coughing or sneezing onto them.</p> <p>Some service users may require help with hand and respiratory hygiene.</p>	
All staff	<p><b>Visuals</b> Should be used and displayed in any venues for constant reminders and prompts. Visuals and posters are displayed in every area RfA uses and can be found here- <a href="https://resourcesforautism.org.uk/autism-friendly-covid-19-resources/">https://resourcesforautism.org.uk/autism-friendly-covid-19-resources/</a> Community support workers to use portable symbols and jigs. Also, found in the link. These need to be printed and laminated before the visits or sessions.</p>	
All staff	<p><b>Hand gel</b> Alcohol based hand rub is available in every room and communal area. Staff working with service users have access to individual hand gels and kept on their person for safety. Community support should have their personal supplies and kept on them for safety.</p>	

All staff	<p><b>Cleaning</b></p> <p>Remember to clean frequently touched areas and surfaces, these include - (e.g. door handles/plates, grab rails, light switches, chairs) These will require more frequent cleaning throughout the seasons and in-between group/bubbles or individuals.</p> <p><b>Community support</b> - should also be cleaning these areas when in service user's homes.</p>	
<b>Social Distancing</b>		
All staff	<p>The government says people should still "consider the risks of close contact", particularly if someone is clinically extremely vulnerable, or not fully vaccinated.</p> <ul style="list-style-type: none"> <li>• If supporting in the community or on trips staff should consider an alternative for these individuals to using public transport or</li> <li>• Visiting busy area/venues</li> </ul>	
All staff	When supporting with personal care PPE needs to be used.	
All staff	<ul style="list-style-type: none"> <li>• Do not share or exchange personal belongings such as cups and water bottles.</li> </ul>	
<b>Personal Protective Equipment (PPE)</b>		
	<p>From Friday 10<sup>th</sup> December the government have announced that face coverings are required in indoor spaces.</p> <p>A large majority of our staff have received two doses of vaccination, infections are still on the rise and we need to continue to be vigilant about safety. We recommend the use of mask when in a crowded place indoors and outdoors. We recognise that some staff members/ service users are exempt from wearing a mask. Exemptions to wearing a mask are recognised Many of the individuals we support are not vaccinated, In order to continue maintaining a high level of Covid safety in our work among staff and service users, we recommend the wearing of masks when in close contact, unless you are exempt.</p> <p>Face coverings should be worn in crowded and enclosed spaces indoors and outside, where you come into contact with people For example,</p> <ul style="list-style-type: none"> <li>• On public transport</li> <li>• Community centres</li> <li>• Village halls</li> <li>• Visitor attractions such as museums, galleries,</li> <li>• Cinemas</li> </ul>	

	<ul style="list-style-type: none"> <li>• Farms</li> <li>• Bowling alley</li> <li>• indoor play areas such as soft play</li> <li>• When preparing food/lunches/snacks for service users</li> <li>• When administering personal care</li> <li>• When preparing food for others</li> </ul> <p>For groups or individuals who might be using public transport - The Department for Transport has updated its guidance on safer travel for passengers.</p> <p>You must wear a face covering on the Transport for London network, in stations, and for the whole of your journey.</p> <p>This applies on the Tube, bus, tram, DLR, London Overground and TfL Rail networks; Dial-a-Ride services; the Emirates Air Line; and the Woolwich ferry.</p> <p>TfL also expects and recommends the continued use of face covering in taxis and private hire vehicles by both drivers and passengers unless they are exempt.</p>	
All staff	<p>Regularly monitor PPE stock and ensure you have enough for each group/session.</p> <p>Community support worker can purchase their own PPE and claim back money on expenses</p> <p><b>For any requests for PPE contact <a href="mailto:gavin@resourcesforautism.org.uk">gavin@resourcesforautism.org.uk</a></b></p>	
=	<b>Use of indoor spaces</b>	
All staff	<p>Have you put up additional signage to ask service users and carers not to enter the building if they have symptoms?</p> <p>If feasible, have someone on the entrance asking these questions before someone enters the building.</p> <p>Ensure window and doors are open promoting airflow when safe to do so.</p>	
	<b>Food provision</b>	
Leaders to implement. Community support All other staff	<p>There are no guideline or restriction on this activity, however</p> <ul style="list-style-type: none"> <li>• Face covering should be worn if preparing meals/snack for service users.</li> </ul>	

### 3. Info on testing and suspected cases

<b>PLEASE ENSURE THE ACTIONS BELOW ARE TAKEN:</b>		<b>Tick</b>
	<b>Suspected cases</b>	
All staff	<p>Have up to date COVID - 19 symptoms <a href="#">information</a>. Check link for any changes</p> <ul style="list-style-type: none"> <li>• A high temperature – (a temperature 37.8°C OR you feel hot to touch on your chest or back)</li> <li>• A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• A loss of or change in your sense of smell or taste this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	
	<b>Testing</b>	
	<p>Follow the guidelines 7 &amp; 8 for testing.</p> <p>When working we are strongly advising everyone to take <b>(COVID-19) rapid lateral flow tests</b></p> <p>You can order them on line at – <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></p> <p>Or collect a kit from your pharmacy.</p> <p>You are advised to:</p> <ul style="list-style-type: none"> <li>• Take a rapid lateral flow test twice a week when working in the community.</li> <li>• Or Before any group work, clubs, schemes, Orange House, this should be daily.</li> <li>• <a href="#">report rapid lateral flow test results</a> the day you or someone in your household takes the test, no matter what the result is</li> </ul> <p><b>Testing for staff with symptoms of COVID-19:</b></p> <ul style="list-style-type: none"> <li>• Any staff member who has symptoms of COVID-19 should be sent home, given isolation advice, and advised to arrange a test via essential worker portal <a href="#">here</a></li> <li>• If a staff member has symptoms of COVID-19 and tests negative, they can return to work once they have recovered from their illness (as per <a href="#">national guidance</a>)</li> </ul>	
Manager/leaders	Please ensure staff have given their <b>consent</b> for their manager receiving any test results they have had carried out relating to Covid 19.	

<p><b>Managers/ Leaders</b></p>	<p><b>Identify if any staff members need to self-isolate because they have been exposed as a direct contact to the person who has symptoms.</b></p> <p>Please inform the Head of your Service or the Head of Workforce who will need to document any self-isolation.</p> <p>If you have symptoms of COVID-19 or have received a positive test result, you should still follow this guidance and self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.</p> <p>From Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 may be reduced to 7 days in some circumstances, unless you cannot test for any reason. Individuals may now take LFT tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and a second test must be taken 24 hours apart. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</p> <p>From Tuesday 14 December, people who are fully vaccinated and identified as a contact of someone with COVID-19 – whether Omicron or not –</p> <ul style="list-style-type: none"> <li>• Should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19</li> <li>• You Need to take a PCR test</li> </ul> <p>You do not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>• you're under 18 years and 6 months old</li> <li>• you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p>There is further information in the <a href="#">Household contacts who are not required to self-isolate</a> see below key guidance.<sup>14</sup> you can also see more information on the following link - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><b>If in doubt contact Public Health England on 03003030450</b></p> <p><b>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:</b></p>	
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	<ul style="list-style-type: none"> <li>• people who spend significant time in the same household as a person who has tested positive for COVID-19</li> <li>• sexual partners</li> <li>• a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:             <ul style="list-style-type: none"> <li>• being coughed on</li> <li>• having a face-to-face conversation within one metre</li> <li>• having skin-to-skin physical contact, or</li> <li>• contact within one metre for one minute or longer without face-to-face contact</li> </ul> </li> <li>• a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</li> <li>• a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19</li> </ul>	
	<b>One or more people tested positive for Covid</b>	
Managers	<p><b>If you have one or more people tested positive for Covid 19 within the 7 days of attending RfA.</b></p> <p><b>Contact</b> the Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450 or <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a></p> <p><b>Inform</b> the relevant person in your Local Authority (Managers/Head of Service/CEO) +</p> <ul style="list-style-type: none"> <li>• LCRC test and trace team will contact you when a person with a positive test is identified as a staff or service user through the NHS Test and Trace system.</li> <li>• LCRC will be able to advice on next steps for contact tracing.</li> <li>• Local Authorities will be able to provide further advice and support</li> <li>• If necessary, the LCRC may convene an outbreak incident management team.</li> <li>• For a large outbreak the Local Authority may discuss ways to implement mass testing of your staff and users.</li> </ul>	
	<b>Urgent support</b>	
All staff	If anyone needs clinical advice call <b>111* Star 6</b> this will put you in contact with a Clinician in NHS 111	
All staff	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	
Managers	For the purpose of early identification of a possible outbreak, notify <b>London Coronavirus Response Cell (LCRC)</b> about any <b>possible</b> COVID-19 <b>except</b> when there is already an outbreak established.	

4. Checklist to prepare before delivery of session		
<i>PLEASE ENSURE THE ACTIONS BELOW ARE TAKEN:</i>		<i>Tick</i>
	<b>Appropriate venue</b>	
	<b>Ventilation</b> <ul style="list-style-type: none"> <li>• Windows should be open, unless it is unsafe.</li> </ul>	
All staff	<b>Cleaning.</b> <ul style="list-style-type: none"> <li>• Community support should have prior arrangement with family about the use of cleaning products available to them.</li> <li>• Community support can also carry on their person cleaning wipes</li> <li>• Community support should wipe areas over before and after they have used an area.</li> <li>• Using venues – staff should wipe and clean surfaces before and after use.</li> <li>• Clubs and schemes may allocate a designated person to take this task on.</li> </ul>	
Leaders	<b>Dedicated spaces</b> <ul style="list-style-type: none"> <li>• For service user to have temperature checks safely on arrival.</li> <li>• A designated station for PPE and social stories</li> <li>• Designated handwashing station.</li> </ul>	
	<b>Up to date information of anyone attending the session</b>	
All staff	<b>Up to date information on service users</b> <ul style="list-style-type: none"> <li>• All laminates are up to date with emergency contact details and readily available.</li> </ul>	
All staff	<b>Identification of high risk service users and staff</b> <ul style="list-style-type: none"> <li>• Awareness of those who are potentially at risk of contracting COVID of poorer outcomes from being ill. Examples, BAME background, over 60 years, those with underlying health conditions.</li> <li>• Assessing the risks associated with those individuals and identifying actions to minimise risks.</li> </ul> <p>Creating separate individual RA on SU for specific behaviours that create risk of infection to self or others.</p>	
	<b>Relevant PPE is stocked</b> Contact <a href="mailto:gavin@resourcesforautism.org.uk">gavin@resourcesforautism.org.uk</a>	
All staff	<b>Hand gel</b> Alcohol based hand rub is fully stocked and in date Community support workers can collect from the office when need.	

All staff	<p><b>Face masks</b></p> <p>Bin available for disposal Community support workers dispose of your PPE responsibly. (Always remove ear loops before disposing of them)</p> <ul style="list-style-type: none"> <li>• People may find being approached by someone wearing <b>PPE frightening</b> - please confirm that your staff must wear a lanyard with a laminated badge with ideally photo, name and role on it for attendees of the service</li> </ul>	
All staff	<p><b>Signs, posters and videos</b></p> <ul style="list-style-type: none"> <li>• Be aware how Covid spreads and watch video <a href="https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html">https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html</a></li> </ul> <p>A range of posters are available to increase awareness around handwashing – these can be found here: <a href="#">Poster Handwashing for Printing</a> An easy read e- version is available <a href="#">HERE</a></p> <p>Community support workers to have these on their person a range of symbols and jigs, keyrings.</p>	
<b>Health and Safety</b>		
All staff	<p><b>Cleaning</b></p> <p>Cleaners and any staff undertaking cleaning activities including helping service users to clean themselves should receive Infection Prevention and Control training. See <a href="#">e-learning course</a>. Videos on how to put on PPE and take it off can be found in this <a href="#">link</a>.</p> <p>For more information about COVID-19 infection control, see <a href="#">quick0 guide</a>.</p>	
	<p><b>Nominated staff member</b></p> <p>Have a member of staff trained and nominated to co-ordinate a guided response to the outbreak. See resources section for the roles and responsibilities.</p>	

## 5. Checklist to prepare for during the session

**PLEASE ENSURE THE ACTIONS BELOW ARE TAKEN:**

**Tick**

	<b>Staff arrival</b>	
Leaders to implement  Office staff  Community support	<p><b>Temperature</b></p> <ul style="list-style-type: none"> <li>All staff must have their temperature taken on arrival to any RfA working environment.</li> <li>Staff working in the community should take their own temperature if they can or assess how they are feeling before any support work takes pace.</li> <li>All staff attending any group or venue must be accounted for in writing and this information be immediately accessible</li> </ul>	
All staff	<p><b>Infection control</b></p> <p>All staff and volunteers working in service user's homes or any RfA venues should do the following at the start of the day:</p> <ul style="list-style-type: none"> <li>Wash hands</li> <li>Check PPE equipment is ready to use and available if needed.</li> <li>Open window where safe to do so.</li> </ul>	
	<b>Service users arrival/start of session</b>	
All staff	<p><b>Health checks</b></p> <p>All service users on arrival to a venue must -</p> <ul style="list-style-type: none"> <li>Be asked if they are feeling well (parent/carer may need to answer for them)</li> <li>Need to have their temperatures taken</li> <li>Need to wash their hands, or use sanitiser when entering the venue.</li> <li>Offered PPE and shown social stories and Covid information. Which is set up and ready by the door.</li> <li>Community support workers before entering a service user house, make sure no one in the household is showing Covid symptoms. If anyone is experiencing symptoms or you are having any COVID symptoms, please cancel the session and let your line manger know</li> </ul>	
All staff	<p><b>Daily observation</b></p> <p>Checking all service users for symptoms to identify any potential infection threats. You should consider taking service users' temperature and keep records for both service users and staff.</p> <p><b>If a service user has COVID-19 symptoms</b> they should not be allowed access to RfA services. These people and their carers should be advised to follow.</p>	
All staff	<p><b>Prompts and reminders for maintaining hygiene</b></p> <p>Our service users may need help or reminders to <b>wash their hands</b>, and posters should be up by every sink supporting washing hands.</p> <ul style="list-style-type: none"> <li>Use signs in bathrooms as a reminder and demonstrate hand washing.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Alcohol-based hand sanitizer can be a quick alternative if they cannot get to a sink or wash their hands easily but remember to store this safely as to avoid ingestion.</li> <li>• Support staff should wear bum bags to store and keep individual supplies of any PPE and communication aids.</li> <li>• Service users attending groups should have sanitised boxes to store individual equipment and activates to avoid cross contamination. Community support should have symbols and visuals per service user if they are unable to properly clean any resources.</li> </ul>	
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## 6. Checklist to prepare for after the session

<b>PLEASE ENSURE THE ACTIONS BELOW ARE TAKEN:</b>		<b>Tick</b>
All staff	Encourage service users to wash hands or sanitize before leaving the premises. Community support workers should encourage service users to wash their hands at the end of their session.	
All staff	Staff to wash or sanitize their hands when leaving the premises.	
All staff	Wipe down frequently touched surfaces e.g. door handles, table tops, light switches. This also for community support when working in service users homes.	
All staff	Dispose of PPE safely. Take off ear hoops when disposing of facemasks.	
All staff	Replenish PPE and cleaning equipment.	
Leader	Ensure staff registers are completed appropriately and add any forgotten names. Community support should ensure they have a record of their visits each day.	

## 7. Key Guidelines

**'General Guidelines'** should be followed **at all times** to reduce the risk of contracting COVID-19. Keep up to date with announcements and advice on GOV.UK and follow the latest advice.

	<b>Guidelines</b>	<b>Link</b>
1.	Working safely during the coronavirus (COVID-19) outbreak	<a href="https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm">https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm</a>
2.	Social Care Institute for Excellence "Delivering safe, face-to-face adult day care"	<a href="https://www.scie.org.uk/care-providers/coronavirus-covid-19/day-care/safe-delivery">https://www.scie.org.uk/care-providers/coronavirus-covid-19/day-care/safe-delivery</a>
3.	Guidance on cleaning of non-healthcare settings outside the home	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>
4.	Staying Alert and Social Distancing	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a>
5.	Face Coverings	<a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings</a>
6.	Personal Protective Equipment (PPE) guidance for staff providing close personal care in direct contact with the person	<a href="https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care">https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care</a>
7.	NHS Test and Trace Guidance	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a>
8.	Guidance on coronavirus testing, including who is eligible for a test and how to get tested.	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
9.	Guidance for food businesses on coronavirus	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
10.	Guidance for transport operators to provide safer transport	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators">https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators</a>
11.	Safer travel guidance for passengers	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>
12.	Covid 19: The adult social care risk reduction framework	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-risk-in-adult-social-care/covid-19-adult-social-care-risk-reduction-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-risk-in-adult-social-care/covid-19-adult-social-care-risk-reduction-framework</a>
13.	Guidance on shielding and protecting extremely vulnerable	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
14.	Staying at home guidance	- <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-</a>

		<a href="#">households-with-possible-coronavirus-covid-19-infection#exempt</a>
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## 8. Further Guidance and Resources

Safe use of PPE



Public Health  
England



## COVID-19 Safe ways of working

# A visual guide to safe PPE

**General contact with confirmed or suspected COVID-19 cases**

- Eye protection to be worn on risk assessment
- Fluid resistant surgical mask
- Disposable apron
- Gloves

Wash your hands before and after patient contact and after removing some or all of your PPE

Clean all the equipment that you are using according to local policies

Use the appropriate PPE for the situation you are working in (General / AGPs or High risk areas)

Take off your PPE safely

Take breaks and hydrate yourself regularly

**Aerosol Generating Procedures**

- Eye protection eye shield, goggles or visor
- FFP3 or FFP2 respirator
- Long sleeved fluid repellent gown
- Gloves

**For more information on infection prevention and control of COVID-19 please visit:**

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)

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# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings




### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.





<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 
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Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 
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## Infection Control Link/outbreak control coordination

Controlling the spread of the virus is the responsibility of all RfA staff. However, in order to ensure that there is appropriate coordination between us all, certain central responsibilities have been disseminated between members of the Leadership Team..

Key roles and Responsibilities	Leader(s) Responsible
Liaises between their team and other infection control teams e.g. the LCRC, Public Health	CEO/Relevant Head of Service
Act as a resource for colleagues e.g. disseminating information on policies and procedures	Head of Workforce/Head of Quality
Help to identify local infection control problems/issues	CEO/Heads of Service/Head of Quality
Ensures that service users and carers are informed of infection control practices as necessary	CEO/Heads of Service/Head of Quality
Regularly attends Infection Control Link meetings or updates	Head of Workforce/Business Manager
Updates and extends own knowledge of infection control.	All Leadership Team

**Name of Infection Control Link Person:** .....Dolyanna Mordochai,  
CEO.....

**Signature and Date:** .....10th December 2021 .....

## Testing

As per Government's announcement, all care settings are eligible for testing, all their service users and staff, regardless of symptoms. If not done yet, it is vital for care settings to apply for testing through the national portal.

### Who can be tested?

#### The following groups are eligible for testing nationally:

- Anyone over the age of 5 who has **symptoms**
- Those living with dementia, adults with learning disabilities or mental health problems **regardless of whether if they have symptoms**
- NHS workers and patients without symptoms, in line with NHS England guidance

### How to access testing?

- For care workers, service users (with symptoms) tests can be accessed via the [national portal](#). More information can be found [here](#).
- We recognise the national portal does not always respond within a 3-day window. We are working up a plan with NHS colleagues in NCL to support agile testing of residents at home / supported living schemes using local testing capacity.

### Testing: capacity and consent

- Consent should be gained before administering a test. If consent is not given, then a test should not be taken

<http://www.northcentrallondonccg.nhs.uk/testing-for-care-home-staff-and-residents..>

- Testing is one part of a wider COVID management process (all infection prevention control precautions, PPE, Social distancing)
- Consider monitoring those people more closely or more frequently

### What to do if someone lacks capacity / will not consent to socially distance?

- Keep service users up to date:
  - service users may not have access to the same range of information as you
  - Allow time to explain changes to the service user's routine. Use supportive tools as necessary
- Plan how best to use the facilities to keep all residents safe
- Ensure regular cleaning of shared spaces that the service user continues to enter
- Limit access to shared spaces where possible

## Below are some things to consider supporting your own wellbeing:

- These times are temporary, and things will get better
- Consider and acknowledge how you are feeling and coping, reflecting on your own needs and limits
- Ask for help if you are struggling. Asking for help when times are difficult is a sign of strength
- Stay connected with colleagues, managers, friends and family. Where possible do check on the needs of colleagues and loved ones
- A lot of things might feel out of your control at the moment. It can help to focus on what we can control rather than what we cannot
- Acknowledge that what you and your team are doing matters. You are doing a great job!
- Choose an action that signals the end of your shift and try to rest and recharge when you are home

### RFA Support

- Access to Free Yoga sessions with Natasha Malik ([nmalik73@hotmail.com](mailto:nmalik73@hotmail.com))
- Free access to the Mindfulness app Hi-Chi
- Staff coffee breaks and monthly staff music jams.
- Recommendations of well-being related websites, books, apps and podcasts
- Access to 1:1 Counselling
- Mental Health First Aider who can provide support with the following -
  - Communicate any concerns for anyone in the workplace to the appropriate manager.
  - Have a clearer understanding of signs/ symptoms of a varied range of MH conditions
  - Listen non-judgementally & hold supportive conversations around MH
  - Signpost to professional help, recognising that the role doesn't replace the need for long term support
  - Adhere to and support implementation of policies and shape change around Mental Health and Wellbeing
  - If you need support please e-mail - [Jayne@resourcesforautism.org.uk](mailto:Jayne@resourcesforautism.org.uk)

### Employee Assistance Programme (EAP)

RFA has set up an EAP to support all members of the organisation.

An EAP is an employee benefit programme which is intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. Part of this support is the comprehensive telephone helpline available 24 hours a day, 7 days a week offering practical and emotional support including : counselling and emotional support (which could be family issues, bereavement, trauma and stress related matters), to tax information, money management and personal legal information. It is completely confidential and not only can staff access this support but family members can too. There is an EAP app which staff can download and make ease of access to relevant information even faster.

## “Check-ins”

An informal approach with a softer touch throughout all levels of the organisation of regularly “checking-in” with your colleagues by doing 2 things: Asking “How are you doing?” and then by actively listening. This is done during team meetings, during supervision either one-to-one or in a group or by setting up “coffee catch up” moments.

## Urgent Support:

- Urgent **BEHMHT Crisis Resolution Team**. If you require crisis mental health intervention and support please contact the BEHMHT (Barnet, Enfield and Haringey Mental Health Trust) Crisis Resolution Team by calling **020 8702 4040**
- **Good-Thinking’s** [Urgent Support page](#) has numbers and links to help you access urgent support,
- **1:1 Mental health support** 24 hours a day: Text FRONTLINE to **85258** for a text chat or call **116 123** for a phone conversation
- **19 Bereavement Support and Counselling Service**. If you or anyone you know struggling with bereavement please [go to](#) or call [020 8016 0016 Mon- Friday 10am – 2pm or email](#).

## To speak to someone:

- **Barnet Wellbeing Hub** For people who would like mental wellbeing support, [Barnet Wellbeing Hub](#) or call **03333 449088** or email [info@batnetwellbeing.org.uk](mailto:info@batnetwellbeing.org.uk).
- **Mind in Barnet IAPT** (Improving Access to Psychological Therapies) are offering counselling support. Call **020 8343 5703** or email [Counselling@MindinBarnet.org.uk](mailto:Counselling@MindinBarnet.org.uk).
- **Let’s Talk IAPT in Barnet** (Improving Access to Psychological Therapies) offers assessments and short-term therapy for people with mild to moderate low mood or anxiety to people aged 16 and over registered with a Barnet GP. Visit [here](#) or call **020 8702 5309**.
- **SilverCloud free online CBT (Cognitive Behavioural Therapy)** If you are experiencing anxiety, stress and sleep difficulties, SilverCloud are providing a free online CBT (Cognitive Behavioural Therapy) support programme. Visit their website [here](#).
- **NCL in Mind – wellbeing and mental health during COVID-19** a wellbeing and mental health project to connect and support the North Central London health and social care workforce during the COVID-19 outbreak. Visit [here](#) or email [nclinmind@tavi-port.nhs.uk](mailto:nclinmind@tavi-port.nhs.uk)
- **Employment or benefits** support visit [BOOST](#) or call 020 8359 2442.

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## Further resources:

- **Barnet Council’s mental health and wellbeing resources**. There are a number of local and national sources of support and advice to help you maintain good mental health and wellbeing should you

be feeling anxious, under too much stress, having trouble sleeping, or struggling to cope. See the range of resources [here](#).

- **One You** is designed by Public Health England here to help to get healthier and feel better with free tips, tools and support. Further information: <https://www.nhs.uk/oneyou/>
- **The stigma of COVID-19** can cause distress and isolation. Learn how to fight it [here](#).
- [Building your own resilience, health and wellbeing](#) website is a resource from Skills for Care
- **Reflective debrief after a death:** Support carers to take time grieving and reflecting together about the person that has passed away, what happened leading up to the death, what went well, and what didn't go so well, what could have been done differently, and what needs to change as a result of the reflection – Resource from 'What's Best for Lily' by UCL Partners. Find out how to do this by downloading resources [here](#).
- **Care Workforce COVID-19 app:** Get information and advice, swap learnings and ideas, and access practical resources on looking after your own health and wellbeing. Signup [here](#) or download the app using an Apple or Android phone.

Things to be re added – before the session starts

OOifying actions to minimise the risks