

## Coronavirus Policy & Procedure.

### Purpose

- 1.1 To ensure that Trinity Specialist College remains up to date and is able to respond in the event of a member of staff, Service User or contact, contracting the virus (SARS coronavirus-2 (SARS-CoV-2)) which results in the disease COVID-19.

### Scope

- 2.1 The following roles may be affected by this policy:
  - All staff
  - Senior Management
- 2.2 The following Service Users may be affected by this policy:
  - Service Users
- 2.3 The following stakeholders may be affected by this policy:
  - Family
  - Commissioners
  - External health professionals
  - Local Authority
  - Contractors and Visitors

### Objectives

- 3.1 To ensure that safe, effective procedures are in place with staff and Service Users having information in an accessible format.
- 3.2 As the spread of the virus is resulting in response requirements changing daily, Trinity Specialist College will ensure that it stays up to date with reliable sources of information and has the flexibility to respond when required.

### Policy

- 4.1 Trinity Specialist College recognises that the outbreak of a new strain of coronavirus SARS coronavirus-2 (SARS-CoV-2) which results in the disease COVID-19 is a fast-moving situation. The WHO has stated that this is now a pandemic. As care providers, ensuring robust infection control and business continuity plans form part of preparing business at Trinity

Specialist College for any events that can cause disruption to the normal business.

4.2 Trinity Specialist College will ensure that staff are aware and understand the importance of pandemic preparedness and will carry out preparations by following the checklist in the Pandemic Policy and Procedure at Trinity Specialist College. Trinity Specialist College understands that business continuity planning involves all aspects of the business and to be effective Trinity Specialist College must work with their partners, suppliers and commissioners to ensure that a safe and effective service can be maintained.

4.3 Trinity Specialist College understands that they have a responsibility for ensuring that staff follow good infection control and prevention techniques and that they support Service Users with this too. Trinity Specialist College will ensure that staff have access to reliable information to reduce anxiety and dispel any myths and inaccurate information that may cause worry or distress to staff, Service Users or the wider public.

## Procedure

### 5.1 Reducing the Risk of Contracting or Spreading the Virus

Trinity Specialist College will ensure that staff, when not at work, follow the WHO and [Public Health England advice](#) to reduce the risk of contracting the virus and the risk of spreading it. They must also support Service Users to follow the government requirements and remind them that failure to follow this can result in a fine. The following procedures must be followed.

You can only leave your home:

- **To shop for basic essentials** – only when you really need to
- **To do one form of exercise a day** – such as a run, walk or cycle, alone or with other people you live with
- **For any medical need** – for example, to visit a pharmacy or deliver essential supplies to a vulnerable person
- **To travel to and from work** – but only

where this is absolutely necessary

Further measures:

- **Wash your hands regularly and properly** for at least 20 seconds (2 verses of Happy Birthday) by using soap and running water

- **Use hand sanitiser** when it is not possible to wash hands with soap and water. Hand sanitiser must contain 60% alcohol to be effective
- **Maintain at least 2 metres (6 foot) distance** between yourself and anyone. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease
- **Avoid touching eyes, nose and mouth.** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick
- **Practice respiratory hygiene.** Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. If you do not have a tissue, use your sleeve. Then dispose of the used tissue immediately and wash your hands, or use hand sanitiser if you do not have immediate access to soap and running water. Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19
- **If you have a fever (37.8 degrees, a new/persistent cough) you must self isolate for 7 days. The NHS advice must be followed below;**
  - If you have symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started
  - If you live with someone who has symptoms, you will need to stay at home for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear
  - If more than 1 person at home has symptoms, stay at home for 14 days from the day the first person started having symptoms
  - If you get symptoms, stay at home for 7 days from when your symptoms start, even if it means you are at home for longer than 14 days
  - If you do not get symptoms, you can stop staying at home after 14 days

## **Social Distancing**

[Follow the Governments requirements](#) dated March 23rd 2020 for 3 weeks. Everyone must comply with these requirements

### **5.2 Handwashing**

Staff should wash their hands:

- Before leaving home
- On arrival at work
- After using the toilet
- After touching pets
- After breaks and sporting activities
- Before food preparation
- After using public transport
- Before eating any food, including snacks
- Before leaving work
- After visiting shops
- On arrival at home

### **5.3 Confidentiality**

Trinity Specialist College will follow confidentiality and GDPR policies and procedures to ensure that the details of staff involved in caring for Service Users with suspected or confirmed COVID-19 is kept confidential. Employees should also respect each other's confidentiality and take care not to inadvertently share information when using social media. Where staff are suspected or confirmed to have contracted COVID-19, their personal details should be treated as confidential, as they would be for any other Trinity Specialist College Service User.

### **5.4 Reducing the Risk of Stigmatization**

Stigma occurs when people negatively associate an infectious disease, such as COVID-19, with a specific population. In the case of COVID-19, there are an increasing number of reports of public stigmatization against people from areas affected by the epidemic, this means that people are being labelled, stereotyped, separated, and/or experience loss of status and discrimination because of a potential negative affiliation with the disease. Trinity Specialist College will ensure that staff understand the importance of preventing and addressing [social](#)

[stigma](#) by making sure facts are available to staff and Service Users.

### 5.5 **Actions if a Service User Meets the Criteria and Displays Symptoms**

If a Service User complains of symptoms staff must make sure;

- The Service User is safe and withdraw from the room, the therapy room has been cleared for use in this situation.
- They immediately wash their hands and avoid touching the face, nose, mouth or eyes
- They contact the service user's emergency contact and request the service user is collected immediately, if needed contact 111 for advice or 999 if an emergency (if they are seriously ill or injured or their life is at risk).
- **They do not attend any other Service Users**, visit their GP or travel in the community until advice is sought.
- Whilst they wait for a family member to collect the service user, or advice from NHS 111, or an ambulance to arrive. Staff should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. The bathroom should be cleaned immediately after use.

### 5.6 **Action if a Member of Staff Reports Symptoms**

Trinity Specialist College will ensure that the member of staff self-isolates for 7 days. If the member of staff has no symptoms they can return to work on day 8. Trinity Specialist College must contact Birmingham City Council and the [local health protection team](#) for advice including whether the premises needs to close and if other staff should self-isolate. Advice will be given to the member of staff if they need to self-isolate and what action will need to take place for any Service Users that they may have had contact with. Trinity Specialist

College must ensure that confidentiality is maintained and that records are held in line with Data Protection Act requirements. Trinity Specialist College should follow their Managing Absence Policy and Procedures and ensure that it follows government Guidance, which states that if an employee or worker has to self-isolate, they should receive any Statutory Sick Pay (SSP) due to them.

Trinity Specialist College will need to put into action the business continuity plan and liaise with Birmingham City Council if there are concerns about staffing.

#### **5.7 Isolation Notes Online**

[Isolation notes](#) will provide Trinity Specialist College with evidence for their employers that they have been advised to self-isolate due to coronavirus, either because they have symptoms or they live with someone who has symptoms, and so cannot work.

As isolation notes can be obtained without contacting a doctor, this will reduce the pressure on GP surgeries and prevent people needing to leave their homes.

For the first seven days of absence, employees can self-certify so they do not need any evidence for Trinity Specialist College. After that, Trinity Specialist College may ask for evidence of sickness absence. Where this is related to having symptoms of coronavirus or living with someone who has symptoms, the isolation note can be used to provide evidence of the advice to self-isolate.

#### **5.8 Cleaning the Office and Workplace Where There are Confirmed Cases of COVID-19**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as toilets, door handles, telephones and light switches.

### 5.9 Rubbish Disposal Including Tissues

All waste that has been in contact with the individual with symptoms, including used tissues, continence pads and other items soiled with bodily fluids, must be put in a plastic rubbish bag and tied. These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This must be put aside for at least 72 hours before being disposed of as normal.

### 5.10 Raising Concerns

Trinity Specialist College has effective procedures in place to allow staff to raise any concerns in relation to equipment, policies and processes for managing COVID-19 at the earliest opportunity. All staff must be aware of the Whistleblowing Policy and Procedure at Trinity Specialist College and be able to raise concerns without any fear and receive timely feedback on their concerns.

### 5.11 Visitors

The impact of the coronavirus is far greater for people with underlying health conditions and who are elderly. Trinity Specialist College will monitor the changing situation. Trinity Specialist College will display information posters and advise anyone that is unwell to stay away. Trinity Specialist College will ensure that all visitors document their names and contact phone numbers should contact tracing be required. Where restrictions on visitors are made, Trinity Specialist College will ensure that risk assessments are in place, best interest decisions are recorded and the least restrictive option are taken and in human rights terms, this factors in the services and support supplied to Service Users by their visitors.

### 5.12 Shielding At Risk Groups

- The Government advised on 21st March that those who are at increased risk of severe illness from People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD
- People with rare diseases and inborn errors of

metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell)

- People on immunosuppression therapies sufficient to significantly increase risk of infection
- Women who are pregnant with significant heart disease, congenital or acquired

The NHS in England is directly contacting people with these conditions to provide further advice. This advice will be in place for 12 weeks.

## Definitions

### 6.1 Pandemic

- A pandemic is the worldwide spread of a new disease  
COVID-19 was characterised as a Pandemic on 11th March 2020

### 6.2 World Health Organisation

- The World Health Organisation (WHO) is a specialised agency of the United Nations that is concerned with world public health

### 6.3 COVID-19

- Novel coronavirus is a new strain of coronavirus first identified in Wuhan City, China. The virus was named severe acute respiratory coronavirus 2 (SARS-CoV-2). The disease it causes is called COVID- 19

### 6.4 Outbreak

- A disease outbreak is the occurrence of disease cases in excess of normal expectancy. The number of cases varies according to the disease-causing agent, and the size and type of previous and existing exposure to the agent

### 6.5 Social Stigma

- Social stigma in the context of health is the negative association between a person or group of people who share certain characteristics and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease. Such treatment can negatively affect those with the disease, as well as their caregivers, family, friends and communities. People who do not have the disease but share other characteristics with this group may also suffer from stigma.

The current COVID-19 outbreak has provoked social stigma and discriminatory behaviours against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus

#### **6.6 The Health Protection (Coronavirus) Regulations 2020**

- The Health Protection (Coronavirus) Regulations 2020 was put in place with immediate effect on 25th February to impose restrictions on any individual considered by health professionals to be at risk of spreading the virus
- The regulations apply to any individuals seeking to leave supported isolation before the current quarantine period of 14 days is complete. It will also apply to future cases during the current coronavirus incident where an individual who may be infected or contaminated could present a risk to public health

#### **6.7 Social Distancing**

- Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19)

#### **6.8 Health and Social Care Key Workers**

- This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment