



## COVID-19 Risk Assessment

Site Location: Summer Fields School, Active Adventure	Date of last assessment:	n/a
Assessment carried out by: Logan McKelvie	Assessment review date:	10/12/ 2020
Assessment approved by: Peter Parry	Date Carried out:	18/07/2020

**Please Note:** This form looks at reducing, minimizing, or eliminating the contraction or transmission of the Novel Coronavirus, COVID-19, to the lowest reasonably practicable level, by employing the following practices. It is broken into three primary phases; Pre-Arrival, Onsite, and Post Camp risk assessment, in order to track the entire customer experience with Oxford Active.

No:	Point of Contact	Person/s Exposed	Current Controls to Minimise, Reduce, or Eliminate Risk	Current Risk			Further Action Required?	
				H	M	L	Yes	Monitor
1	Online Registration and Pre-Booking Information	Parents Young People	<ul style="list-style-type: none"> <li>- Parents to have access to Oxford Active COVID-19 policy and update service published online. This is to be in accordance with government advice for early years and childcare providers<sup>1</sup> and protective measures for out of school setting<sup>2</sup></li> <li>- Parents to be provided access to government advice on attending out-of-school settings<sup>3</sup>, published online</li> <li>- All Oxford Active policy and procedures (Appendix 2) to reflect government guidance, as well as local body protection schemes<sup>4</sup></li> <li>- Parents to be made aware that 'vulnerable individuals' will not be admitted to the site until the government announces 'Level 1' is achieved</li> </ul>			/		/



2	<b>Registration Desk</b>	Young People Staff Members  Parents	<ul style="list-style-type: none"> <li>- The registration area is to be laid out in a manner which enables a socially distanced, contact free, sign in/out process</li> <li>- Signage should direct people in a one-way system</li> <li>- The registration area will be set up outside</li> <li>- Signage should encourage social distancing while in the queue</li> <li>- A 2m mark is the closest guests will come to the sign in desk</li> <li>- Extended registration period for parents wishing to avoid crowds</li> <li>- Staff will be offered PPE if they wish, although it is not required<sup>5</sup></li> <li>- Site manager to monitor numbers in area and advise accordingly, to minimize congestion points</li> </ul>		/			/
3	<b>Bathrooms and Hand Washing Areas</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- As this is an area of high use which is frequented constantly then scheduled cleaning must clean all bathrooms and hand washing areas, three times a day by the onsite manager</li> <li>- Group leaders to stagger children going into a shared bathroom space and the washing of hands afterwards</li> <li>- Group leaders to communicate with other groups to minimise likelihood of groups interacting at the bathroom area</li> <li>- Signage made available encouraging appropriate hand washing standards<sup>6</sup></li> <li>- Each grouped 'bubble' has access to its own toilet</li> </ul>		/			/



4	<b>Intergroup Interactions</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- This is to be reduced as much as possible onsite. Groups are to have their own dedicated zones, with their own dedicated schedule which avoids cross overs with groups<sup>7</sup></li> <li>- Any food break will be staged, with only some of the groups eating at once, in a socially distanced manner in their 'bubble' groups</li> <li>- Once a participant is in a group will be required to remain within it for a minimum of one week, this goes for staff also</li> <li>- All on-site visitor tours are to be suspended for the period of operation</li> <li>- Staff to be vigilant, in keeping members from outside of their 'bubble' at a distance</li> </ul>			/		/
5	<b>Camp 'bubble' Interactions</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- Activities selected to encourage some social distancing where possible, if not then activity kept as short as possible<sup>8</sup></li> <li>- Social distancing and expectations of behaviours surrounding minimizing the transmission of COVID-19 to be explained to each group on at the start of the week</li> <li>- Group size is restricted to 'bubbles' of 12, which participants stay in for the entire week</li> <li>- Delivering activities outdoors whenever appropriate</li> <li>- Routine cleaning of equipment, done at the end of each session by staff</li> </ul>			/		/



6	<b>Shared Eating Areas</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- Staged eating times, with high touch areas being cleaned in between groups</li> <li>- Socially distanced eating layout, groups to eat in their 'bubble' only</li> <li>- No sharing of food at all</li> <li>- Groups are to wash or sanitize hands before and after food breaks</li> <li>- Additional rubbish disposal available to ensure groups stay in designated areas</li> <li>- Signage to indicate designated eating areas for groups</li> <li>- Additional signage to advise on social distancing and maintaining hygiene standards</li> </ul>			/		/
7	<b>Entrances and Exits</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- As some buildings doors and exits must always remain closed, especially in the event if it serves as a fire door, additional sanitation of door handles and 'high touch zones' must be undertaken by the member of staff responsible of cleaning</li> <li>- Staff who often hold the doors for groups are to disinfect their hands afterwards</li> <li>- This is relevant if the 'Red Pavilion' is being used</li> <li>- Additional hand sanitizer close to sign-in desk for</li> </ul>			/		/
8	<b>Water Source</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- Additional cleaning, by staff, around water refill stations</li> <li>- Children not to share water, but to have their own</li> <li>- Children to use a water bottle, opposed to directly drinking from a fountain</li> <li>- Staff to ensure the line to refill water is socially distanced</li> </ul>			/		/



9	Shared Equipment	Young People Staff Members	<ul style="list-style-type: none"> <li>- Pre-made individual kits to be made for pens/pencils/crafts/etc</li> <li>- Scheduled cleaning and disinfection of resources</li> <li>- Staff to wipe down areas regularly</li> <li>- Easy to clean equipment to be wiped off by staff after use</li> <li>- For large equipment, kayaks, they will be sprayed with disinfectant</li> <li>- Wet suits and life jackets will be allocated to an individual and then wash in a disinfectant wash after use. Followed by drying for a 72 hour holding period</li> <li>- Equipment requiring cleaning or disinfection to be put in allocated area, so it is clearly apparent what needs to be done</li> </ul>			/		/
10	Administration of First Aid	Young People Staff Members	<ul style="list-style-type: none"> <li>- Manager to ensure additional F Aid supplies available to cover PPE requirements</li> <li>- All first aid should be administered by a designated staff member holding their FAW, following best practice and wearing PPE</li> <li>- The minimum requirement of PPE is a face mask and gloves<sup>9</sup></li> <li>- Staff members to receive training on donning and doffing PPE (Appendix 1)</li> <li>- All 'Accident' Forms will be held by the First Aider and parents can sign 'by proxy' at the end of the day, once the incident has been brought to their attention</li> <li>- All waste products (due to human fluids) produced must be double bagged and held in a secure location for 72 hours prior to being disposed of<sup>10</sup></li> </ul>			/		/



11	<b>Person/s Responsible for Cleaning and Sanitation</b>	Staff Members	<ul style="list-style-type: none"> <li>- Manager to ensure cleaning products are available onsite, this is to include disinfectant spray, disinfectant wipes, hand soap, hand sanitizer, hand towels, food-safe disinfectant spray, floor cleaner</li> <li>- All staff members must receive training in donning and doffing PPE (Appendix 1)</li> <li>- Managers to ensure all PPE is present onsite and available</li> <li>- It is expected that a minimum level of PPE be gloves and gown, with the gown being recommended to keep staffs uniform clean for when they reintegrate with their groups</li> <li>- Staff member to wash hands both before and after cleaning routine</li> <li>- Expected routine and standards to be outlined by manager, staff to log areas they have cleaned noting the time</li> <li>- Each area is to have its own set of cleaning equipment to prevent cross-contamination</li> <li>- Staff member cleaning should not come into direct contact with others, ensure they are only cleaning areas when groups have moved on</li> <li>- Waste disposal of cleaning products must be bagged and taken directly to the bulk waste disposal area, not put in a rubbish bin</li> <li>- Several 'deep' cleans to be scheduled over the period of operation</li> <li>- Cleaning standards to adhere to government guidance<sup>9</sup></li> </ul>		/			/
12	<b>Staff Only Areas</b>	Staff Members	<ul style="list-style-type: none"> <li>- This includes the staff room and any staff (disabled) toilets in the pavilion, or the 'kit tent'</li> <li>- Social distancing must be in place during all busy times, with cleaning equipment available so staff can wipe down table before the next staggered group come in for lunch</li> <li>- All keypads for building access must be regularly wiped down</li> <li>- Manager to sign staff in as they arrive</li> </ul>		/			/



13	<b>Staff Only</b>  <b>Equipment</b>	Staff Members	<ul style="list-style-type: none"> <li>- Only one person to use a radio for an entire day, they must be disinfected with wipes at the end of the day</li> <li>- Managers laptop is only to be used by the manager, unless it has been agreed upon and disinfected</li> <li>- All staff to maintain vigilance using resources, such as pens, and not be shared with others</li> <li>- Staff toilets must be cleaned as part of the normal cleaning cycle</li> <li>- Staff personal mobile phones can stay in their bags onsite but must be turned off and not used during working hours</li> <li>- Only the onsite manager to handle the group registration forms</li> <li>- Staff to be provided with two sets of uniform, and expected to come with clean uniform each day</li> </ul>			/		/
14	<b>Off Site Visits</b>	Young People Staff Members	<ul style="list-style-type: none"> <li>- All off-site trips have been limited to quiet public areas where there is low chance of interaction with members of the public. This is usually along the waterway, or the path directly next to the Churwell River</li> <li>- All off-site visitation has been cancelled</li> </ul>					
15	<b>Protecting</b>  <b>Vulnerable</b>  <b>Individuals</b>	Young People  Staff Members  Parents	<ul style="list-style-type: none"> <li>- Any individual who may identify as 'clinically vulnerable' should be advised to stay off site until restrictions are lifted<sup>11</sup>, to 'level 1'</li> <li>- While it remains necessary to ensure the quality of access provision to young people, if anyone does have high risk needs then they will be managed in consultation with parents and the onsite manager</li> </ul>			/		/



16	Follow Up	Young People Staff Members Parents	<ul style="list-style-type: none"> <li>- All 'bubble' groups and their leader's records held on file for a period of 1-month post camp</li> <li>- All online registration information to be held in the event of a resurgence in cases</li> <li>- Any individual feeling unwell should be referred to the NHS COVID-19 testing site<sup>12</sup></li> <li>- For any injury or illness which sees participants or staff out of their normal role for a period of 7 days or more a RIROR<sup>13</sup> report must be filed to meet Health and Safety regulations</li> <li>- If several reported cases arise from the Active Camp premises, then the Oxford Active Health and Safety Board is to review procedures in consultation with managers and staff</li> <li>- Staff to access to Oxford Active Information package (Appendix 3)</li> <li>- Any staff affected by COVID-19 or the implications of these protocol can explore the potential to adapt their workload to meet their needs in terms of minimizing exposure in the work place</li> </ul>			/	/	
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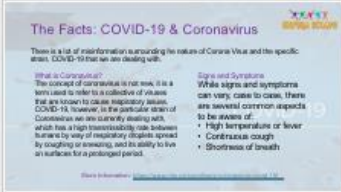
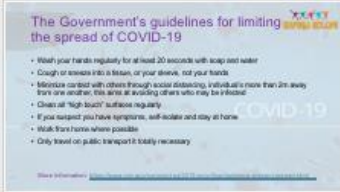
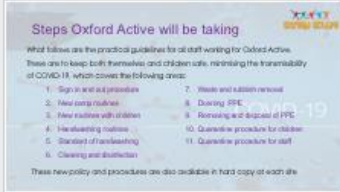







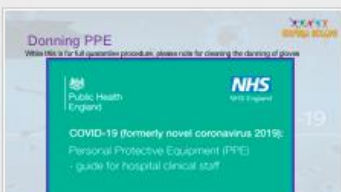
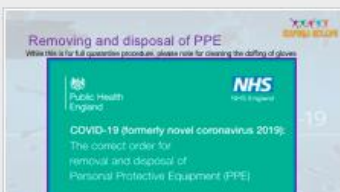

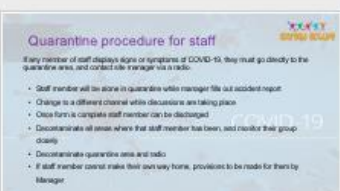


## References and Further Reading:

- <sup>1</sup> [Actions for early years and childcare providers during the COVID-19 outbreak](#)
- <sup>2</sup> [Protective measures for out-of-school settings during the COVID-19 outbreak](#)
- <sup>3</sup> [Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- <sup>4</sup> [PHE South East – Thames Valley Health Protection Team: Guidance for Childcare and Educational Settings](#)
- <sup>5</sup> [Covid-19 Personal Protective Equipment](#)
- <sup>6</sup> [Public Health England Signage Downloads](#)
- <sup>7</sup> [Managing youth sector activities and spaces during COVID-19](#)
- <sup>8</sup> [Resuscitation Council UK First Aid Statement](#)
- <sup>9</sup> [Cleaning for Non-healthcare settings outside of the home](#)
- <sup>10</sup> [Covid-19 guidance for first responders](#)
- <sup>11</sup> [Guidelines for Shielding and Protecting people who are 'clinically vulnerable'](#)
- <sup>12</sup> [COVID-19 Testing Advice](#)
- <sup>13</sup> [RIDDOR reporting of COVID-19](#)



# Appendix – 1, Staff Online COVID-19 Training Overview (accessible via staff SharePoint)

 <p><b>Oxford Active</b> COVID-19 Online Induction Training</p>	 <p><b>The purpose of this training</b></p>	 <p><b>The Facts: COVID-19 &amp; Coronavirus</b></p>	 <p><b>The Government's guidelines for limiting the spread of COVID-19</b></p>	 <p><b>Steps Oxford Active will be taking</b></p>
 <p><b>Sign in and out procedure</b></p>	 <p><b>New camp routines</b></p>	 <p><b>Camp routines with children</b></p>	 <p><b>Hand washing routines</b></p>	 <p><b>Standard of Handwashing</b></p>
 <p><b>Cleaning, disinfection, and waste removal</b></p>	 <p><b>Cleaning, disinfection, and waste removal</b></p>	 <p><b>Donning PPE</b></p>	 <p><b>Removing and disposal of PPE</b></p>	 <p><b>Quarantine procedure for children</b></p>
 <p><b>Quarantine procedure for staff</b></p>				



## Appendix - 2, Oxford Active COVID-19, from Policy and Procedures Document (accessible via staff SharePoint and hard copy onsite)



### COVID-19 POLICY

In response to the global outbreak of COVID-19, communities around the world are rallying together in response. This policy serves as an update for the parents and guardians of the children attending Active Camps and Active Adventure programs during this crucial time.

#### What we ask of parents in advance

1. Follow all PHE guidance which is updated regularly here:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
2. Understand basic information about coronavirus (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and national health ministry advisories.
3. Help your child understand what the virus is
  - Have a conversation with your child/ren about how to wash their hands and how they can promote good hygiene
  - Encourage your child to reach out to staff if they are feeling unwell
4. Be prepared
  - Take a temperature before attending camp or club
  - Prepare to be available to collect your child should they develop symptoms
  - Monitor your child's health and keep them home from school if they are ill
  - Keep your child and all family members home if anyone in the household shows symptoms
5. Teach and model good hygiene practices for your children, as per PHE guidance, e.g.
  - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose
6. Encourage your children to ask questions and express their feelings with you and the adults caring for them. Remember that your child may have different reactions to stress; be patient and understanding.
7. Fight stigma by using facts and reminding children to be considerate of one another
8. Coordinate with the site to receive updates and ask how you can support site safety efforts.

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#### What we are doing on site and elsewhere to mitigate the risks

##### Staff:

- Additional training of hygiene and COVID-19 procedure for all staff
- Employing extra staff at camp to
  1. Allow for regular cleaning throughout the day
  2. Supervise children should they be temporarily quarantined
  3. Provide extra supervision to observe and monitor for symptoms
  4. Potential screening of staff upon arrival, if this becomes a requirement for operators, however procedures for this exist

##### Children:

- We will encourage and run educational workshops on hygiene for the children
- Regular scheduled opportunities for all children and staff to wash their hands throughout the day
- Potential screening of children upon arrival, if this becomes a requirement for operators, however procedures for this exist if required

##### Social Distancing Procedure:

- Where possible we will be promoting social distancing and avoiding any movement of staff or children between groups, implemented through smaller group sizes and rotated eating times
- Visitors will be restricted to essential people only
- Cancelling our on-site parent tours and not allowing any parents into the camp past our main reception desk
- Cancelling off-site trips to limit interaction with other groups. Active Adventure, however will still be able to conduct off-site hikes to areas of low human interaction

##### Disinfection and Quarantine Procedure:

- Ensuring extra hand washing supplies are available on site
- Clean and disinfect buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people
- Any visiting senior management will decontaminate between visits to different locations



- Designating specific quarantine areas in case children present with symptoms
- Washing and sanitation of any shared equipment, where practical to do so

#### What would happen in the event of

There's a suspected case amongst children or staff

- We will notify all parents of children attending the site on collection immediately and also by email newsletter, following government advice by quarantining the child or staff member immediately after they are suspected
- Children will then need to be collected by their parent
- Staff members suspected of having the virus will be removed from the site
- In all cases, individual will be advised to undergo free COVID-19 testing
- The site will then be decontaminated, but will remain open

#### The site is closed due to extenuating circumstances

- We will give as much notice as possible and notify on the same working day that we receive the news
- Parents will be contacted by email newsletter, text and via social media
- Any bookings for a closed site will be transferred into a credit for a future program, or a 'no quibble full refund'

A child can't attend because they have suspected or confirmed coronavirus

- Any cancellation for any reason more than 14 days in advance qualifies for a full refund in any case.
- For cancellations less than 14 days, if a child has a suspected case of coronavirus and has been requested to self-quarantine by the NHS or has been confirmed to be suffering from coronavirus you will receive a full refund. However, written evidence of the request to quarantine or a GP note will be required in order to qualify for a full refund.

#### Sources

[Key Messages and Actions for COVID-19 Prevention and Control in Schools](#)

[COVID-19: guidance for education settings](#)





# Appendix – 3, Oxford Active Staff Covid-19 Policy and Procedure Booklet (accessible via staff SharePoint and hard copy onsite)

<p style="text-align: center;"><b>Oxford Active Coronavirus (COVID-19) Staff Policy and Procedure</b></p> <p style="text-align: center;">activeCamps    active Clubs    ACTIVE ADVENTURE</p> <p style="text-align: center;">Last Updated: 17/07/2020</p>	<p style="text-align: center;"><b>The Facts: COVID-19 and the Corona Virus</b></p> <p>There is a lot of misinformation surrounding the nature of Corona Virus and the specific strain, COVID-19 that we are dealing with. This need section gives a simple overview so when we are sharing information with children and parents, then we are giving the same information, gathered from reputable sources.</p> <p><b>What is Coronavirus?</b></p> <p>The concept of coronavirus is not new, it is a term used to refer to a collective of viruses that are known to cause respiratory issues. COVID-19, however, is the particular strain of Coronavirus we are currently dealing with, which has a high transmissibility rate between humans by way of respiratory droplets spread by coughing or sneezing, and its ability to live on surfaces for a prolonged period.</p> <p><b>Symptoms to look out for</b></p> <p>While signs and symptoms can vary, case to case, there are several common aspects to be aware of:</p> <ol style="list-style-type: none"> <li>1. High temperature or fever</li> <li>2. Continuous cough</li> <li>3. Shortness of breath</li> </ol> <p>The Government's guidelines for limiting the spread of COVID-19</p> <p>Please see appendix 2 for general guidelines, which include:</p> <ol style="list-style-type: none"> <li>1. Wash your hands regularly for at least 20 seconds with soap and water</li> <li>2. Cough or sneeze into a tissue, or your sleeve, not your hands</li> <li>3. Minimize contact with others through social distancing, this aims at avoiding others who may be infected</li> <li>4. If you suspect you have symptoms, self-isolate and stay at home</li> <li>5. Work from home if possible</li> <li>6. Only travel on public transport if totally necessary</li> </ol> <p>Further information: <a href="https://www.gov.uk/guidance/coronavirus-covid-19">https://www.gov.uk/guidance/coronavirus-covid-19</a></p>	<p style="text-align: center;"><b>Steps we are taking at all Oxford Active Sites</b></p> <p>What follows are the practical guidelines for all staff working for Oxford Active. These are to keep both themselves and children safe, minimising the transmissibility of COVID-19:</p> <p><b>Sign in an out – This stage is currently on hold until the COVID-19 Alert Level is at 4!</b></p> <ol style="list-style-type: none"> <li>1. All staff on arrival are to have their temperature taken and recorded this must be below 37.5 degrees Celsius</li> <li>2. On arrival with each family ensure that parents have seen our advanced information, if not ask them to read the poster available at sign in</li> <li>3. Each child then needs to have their temperature taken, which must be below 37.5 degrees Celsius</li> <li>4. If required, refuse the child entry discretely and give the parent an info sheet</li> <li>5. Decontaminate the areas touched by the child</li> </ol> <p><b>New camp routines</b></p> <ul style="list-style-type: none"> <li>• No parents past the sign in desk at any point</li> <li>• Registration will be a one-way system, socially distanced, with a 2m barrier from the sign in desk</li> <li>• Challenge any on site staff and politely ask them to avoid walking through camp areas if avoidable</li> <li>• Maximum group size of 15</li> <li>• Children cannot swap groups and must remain in them for the week</li> <li>• Staff should be dedicated to one group for the week</li> <li>• Where possible avoid cross over of age groups and shared use of space, in the event of a group using a space after another, the surfaces must be disinfected</li> <li>• Where possible ventilate each room by opening windows</li> <li>• Lunch and snack times will be on a rolling schedule, where only one or two groups will eat at a time. They are to sit in designated areas with their groups, which should be clearly marked for them to sit in.</li> </ul>	<p style="text-align: center;"><b>Cleaning and Disinfection</b></p> <p>Please refer to appendix 3 for NHS guidelines for disinfection and removal of waste:</p> <ol style="list-style-type: none"> <li>1. Each day 4 members of staff should be designated cleaning responsibilities for different parts of the day</li> <li>2. They should be on these duties between each mealtime i.e. Sign in – Morning snack, morning snack – lunch, lunch – afternoon snack and afternoon snack – sign out. This role must be rotated, and done to a high standard</li> <li>3. PPE should be worn, in this instance disposable gloves and a gown, to keep your uniform clean</li> <li>4. They will have the following responsibilities, and areas to clean:             <ol style="list-style-type: none"> <li>i. All regularly touched surfaces</li> <li>ii. All door handles</li> <li>iii. Taps</li> <li>iv. Coat the pass</li> <li>v. To do a sweep of all age groups to check for obvious symptoms</li> <li>vi. Refill any hand soaps</li> <li>vii. Staff desks</li> </ol> </li> <li>5. All used cleaning products must be disposed using a separate plastic bag and disposed of in the schools waste disposal, please don't put it in another bin.</li> <li>6. Staff must be diligent and wipe down any activity equipment after each use, where not appropriate, put aside and let the designated cleaner know</li> </ol> <p><b>Daily Routine with Children</b></p> <p>Each morning upon successful sign in of all children in age group sit them down and discuss key rules for their stay:</p> <ul style="list-style-type: none"> <li>• If coughing or sneezing use the crook of your elbow</li> <li>• Try not to touch your face</li> <li>• Wash your hands for 20 seconds regularly, with soap and water</li> <li>• If you are not feeling well, tell a member of staff</li> <li>• Treat each other with understanding and do not stigmatize other children</li> <li>• Encourage each other to follow the rules and help each other remember</li> <li>• Don't share objects/toys/equipment etc.</li> <li>• There will be designated tables for each bubble group</li> </ul>	<p style="text-align: center;"><b>Children should have enforced handwashing opportunities</b></p> <p>Please refer to appendix 1 for hand washing procedure, which must be done at the following times, as well as after using the bathroom or coughing into hands:</p> <ul style="list-style-type: none"> <li>• On arrival</li> <li>• Before and after each meal/snack time</li> <li>• At any convenient break down of activities</li> </ul> <p><b>Quarantine Procedure for Children</b></p> <p>If any child or staff member displaying signs or symptoms of COVID-19 must go directly to the quarantine area, under supervision:</p> <ol style="list-style-type: none"> <li>1. Quarantine the child in the specified area that is off limits to all others</li> <li>2. Staff member to put on PPE, refer to appendix 4, and maintain social distancing             <ol style="list-style-type: none"> <li>i. Gloves</li> <li>ii. Apron</li> <li>iii. Mask</li> </ol> </li> <li>3. Manager to contact their parents and ask them to come and pick up child</li> <li>4. Decontaminate all areas where that child has been</li> <li>5. On collection get the parents to sign our and take our info sheet</li> <li>6. Staff must fill out an accident report, which must also be signed by parents</li> </ol> <p><b>Quarantine Procedure for Staff</b></p> <p>If any member of staff displays signs or symptoms of COVID-19, they must go directly to the quarantine area, and contact the manager via a radio:</p> <ol style="list-style-type: none"> <li>1. Staff member will be alone in quarantine while manager fills out accident report</li> <li>2. Change to a different channel while discussions are taking place</li> <li>3. Once form is complete staff member can be discharged</li> <li>4. Decontaminate all areas where that staff member has been, and monitor their group closely</li> <li>5. Decontaminate quarantine area</li> <li>6. If staff member cannot make their own way home, provisions to be made for them by Manager</li> </ol>
<p><b>Household isolation:</b></p> <p>If staying with others, then all household members who remain well may end household isolation after 14 days. The 14 day period starts from the day illness began in the NHS centres to Secondary 14. Fourteen days is the isolation period for coronavirus, people who remain well after 14 days are unlikely to be infectious.</p> <p>After 7 days, if the first person to become ill feels better and no longer has a high temperature, they can return to their normal routine. If any other family members become unwell during the 14 day household isolation period, they should follow the same advice. That is after 7 days of their symptoms easing, if they feel better and no longer have a high temperature, they can also return to their normal routine.</p> <p>Should a household member develop coronavirus symptoms late in the 14-day household isolation period that expires on day 13 or day 14 the isolation period does not need to be extended, but the person with the new symptoms has to stay at home for 7 days. The 14 day household isolation period will then be extended to the amount of time that the household member stays at home, and it is still necessary to remain 2 days of isolation for the whole household. This will count as day 14, and it is still necessary to remain 2 days of isolation for the whole household. This will count as day 14, and it is still necessary to remain 2 days of isolation for the whole household. This will count as day 14, and it is still necessary to remain 2 days of isolation for the whole household. This will count as day 14, and it is still necessary to remain 2 days of isolation for the whole household.</p> <p>At the end of the 14-day period, any family member who has not become unwell can leave household isolation.</p> <p>If any person in the household has not had any signs of improvement and have not already sought medical advice, they should contact NHS 111. If your home has no internet access, you should call NHS 111.</p> <p>The 14-day period for several weeks in some people. Despite the coronavirus infection being chronic, a persistent cough alone does not mean someone must continue to self-isolate for more than 7 days.</p> <p><b>Remember:</b></p> <ul style="list-style-type: none"> <li>• If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the <a href="https://111.nhs.uk">NHS 111</a> online coronavirus service. If you do not have internet access, call NHS 111. For a medical emergency call 999.</li> </ul>	<p style="text-align: center;"><b>Appendices 3 – Guidance for PPE</b></p> <p style="text-align: center;"><b>Quick guide to putting on (donning) personal protective equipment (PPE)</b></p> <p>This is undertaken outside the patient's room.</p> <p><b>Pre-donning instructions</b></p> <ul style="list-style-type: none"> <li>• remove headwear whether hybridised</li> <li>• tie hair back</li> <li>• remove jewellery</li> <li>• check PPE in the correct order is available</li> </ul> <ol style="list-style-type: none"> <li>1. Put on the long-sleeved fluid resistant disposable apron</li> <li>2. Goggles Perform a fit check.</li> <li>3. Eye protection</li> <li>4. Gloves</li> </ol>	<p style="text-align: center;"><b>Appendices 4 – Stay at Home Guidance</b></p> <p>This guidance is drawn from the NHS website, you can find more at: <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-stay-at-home-guidance">https://www.gov.uk/government/guidance/coronavirus-covid-19-stay-at-home-guidance</a> or <a href="https://www.nhs.uk/healthcareprofessionals/working-securely/covid-19/">https://www.nhs.uk/healthcareprofessionals/working-securely/covid-19/</a></p> <p><b>Key messages</b></p> <ul style="list-style-type: none"> <li>• If you feel unwell and you have symptoms of coronavirus (COVID-19), however mild, stay at home for 7 days from when your symptoms started</li> <li>• If you feel unwell and you are not in the household to have symptoms of coronavirus, then you must stay at home for 7 days, to let other household members who remain well clear stay at home and reduce the chance for 14 days. The 14 day period starts from the day when the first person is unwell starts</li> </ul> <p><b>If you have coronavirus symptoms:</b></p> <ul style="list-style-type: none"> <li>• do not go to a GP surgery, pharmacy or hospital</li> <li>• you do not need to contact 111 to tell them you're staying at home</li> <li>• wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser</li> <li>• If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the <a href="https://111.nhs.uk">NHS 111</a> online coronavirus service. If you do not have internet access, call NHS 111. For a medical emergency call 999</li> </ul> <p>The best thing you can do now is plan for how you can adjust your daily routine, and that of others in your household, to be able to follow this advice. Some of the ways in which you can prepare include:</p> <ul style="list-style-type: none"> <li>• talk to your neighbours and family and exchange phone numbers of household contacts</li> <li>• introduce and plan for those in your home who are considered vulnerable</li> <li>• create a contact list with phone numbers of neighbours, schools, employer, church, NHS 111</li> <li>• set up online shopping accounts if possible</li> </ul> <p><b>Why staying at home is very important?</b></p> <p>It is very important that individuals with symptoms that are due to the coronavirus and their household members stay at home. Staying at home will help control the spread of the virus to friends, the wider community, and potentially the most vulnerable.</p> <p><b>Cleaning my home:</b></p> <p>When cleaning you should use your usual household products, like detergents and bleach, as these are safe and effective at getting rid of coronavirus. Clean and disinfect frequently touched surfaces such as your windows, keyboards, mobile phones and television. Response teams should not enter houses or care homes to clean or disinfect, but you should be prepared to have them if you need to. These people should be placed into another bag, tied securely and kept separate from other waste.</p> <p><b>Laundry:</b></p> <p>To minimise the possibility of spreading virus through the air, do not shake dirty laundry. Wash items in accordance with the manufacturer's instructions. Do not hang laundry out to be washed in the same load.</p>	<p style="text-align: center;"><b>References</b></p> <p>Department for Education (2020) 'Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision'. Available from: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision</a> (Accessed: 23 March 2020).</p> <p>Department for Education (2020) 'COVID-19: guidance for education settings'. Available from: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-education-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-education-settings</a> (Accessed: 16 March 2020).</p> <p>Department of Health and Social Care (2020) 'Coronavirus (COVID-19) UK government response'. Available from: <a href="https://www.gov.uk/government/press-releases/2020/03/23-coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/press-releases/2020/03/23-coronavirus-covid-19-uk-government-response</a> (Accessed: 19 March 2020).</p> <p>Health and Safety Executive (2020) 'Coronavirus (COVID-19) Latest information and advice'. Available from: <a href="https://www.hse.gov.uk/coronavirus/">https://www.hse.gov.uk/coronavirus/</a> (Accessed: 19 March 2020).</p> <p>National Health Service (2020) 'Coronavirus (COVID-19)'. Available from: <a href="https://www.nhs.uk/healthcareprofessionals/working-securely/covid-19/">https://www.nhs.uk/healthcareprofessionals/working-securely/covid-19/</a> (Accessed: 19 March 2020).</p> <p>Public Health England (2020) 'Stay at home guidance for households'. Available from: <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-stay-at-home-guidance">https://www.gov.uk/government/guidance/coronavirus-covid-19-stay-at-home-guidance</a> (Accessed: 20 March 2020).</p>	<p style="text-align: center;"><b>Appendices 1 – Guidance for Washing Hands</b></p> <p style="text-align: center;"><b>Wash your hands with soap and water more often for 20 seconds</b></p> <ol style="list-style-type: none"> <li>1. Palm to palm</li> <li>2. The backs of hands</li> <li>3. In between the fingers</li> <li>4. The back of the fingers</li> <li>5. The thumb</li> <li>6. The tip of the fingers</li> </ol> <p>Use a tissue to turn off the tap. Dry hands thoroughly.</p> <p style="text-align: center;"><b>PROTECT YOURSELF &amp; OTHERS</b></p>