**COVID – 19 – STANDARD OPERATING PROCEDURE – BEDTIME ANGELS HOMECARE LTD**

These procedures should be read in conjunction with the regularly updated COVID guidance for Domicillary Care published and updated by Health Protection Scotland in conjunction with the NHS.

(1)Symptoms

The recognised symptoms of COVID-19 are

-a repetitive cough

-a fever

-a loss of taste or smell

(2)Staff

(a)Any staff member displaying any of these symptoms must not attend work and must immediately inform management and then must self isolate for 14 days or until they are in receipt of the results of a negative test. These results must be shown to the Care Manager before the staff member can undertake any shifts for the organisation.

(b)If a staff member is in direct contact with anyone who has symptoms and a subsequent positive test, they must self isolate for 14 days.

©As many of our service users are vulnerable or have been on the Shielding list, if a staff member chooses to go on holiday to a foreign country at the present time, they must be prepared to quarantine on their return for up to 14 days, unpaid or using holiday pay, or until they have received a test and shown the results of a negative test to the Care Manager before they are given further shifts for the organisation.

(3)Personal Protective Equipment (PPE)

All staff are provided with supplies of aprons, disposable masks and gloves. For the safety of staff and service users, staff will wear PPE equipment throughout the visit, including masks. All PPE equipment will be changed for each new service user and the used items disposed of hygienically.

(4)Infection Control

All staff are trained in infection control procedures prior to starting with the organisation. Enhanced infection control procedures are in place and staff will take care to wash their hands repeatedly whilst within service user’s homes. Alcohol based handwash is provided and should be used frequently to enhance washing procedures. Staff are reminded that nails, which can be a breeding ground for infection, should be kept short and scrupulously clean, with no nail varnish or nail extensions whilst on shift.

(5)Service Users

If service users are showing any symptoms of the Corona Virus, i.e., a fever or persistent coughing,loss of taste or smell, they should contact NHS 24 for advice on self isolation and testing. They will then be required to self isolate in their homes for 14 days or until they get a negative test result.

Service users should notify us immediately on 01698 429024 if they have symptoms. This will allow our staff to obtain the appropriate PPE to go into their homes and care for them.

(6)Social Distancing in the Office

Desks in the office are spaced 2 metres apart and doors and windows are kept open where possible. Whilst it is not mandatory for office staff to wear masks throughout the day, masks are available for staff who want to wear one.

Everyone who comes into the office must wash their hands and visitors to the office must sanitise at the station at the door, subject themselves to a temperature check, sign in for contact and trace, and wear a mask. Office staff must wear masks whilst dealing with staff and members of the public visiting the office for everyone’s safety.

Training events will only take place where it is not possible to conduct these online. These will take place in the training room with a maximum of 3 people attending, socially distanced in the room and wearing masks. The room will be well ventilated at all times. Toilet facilities are available but attendees must sanitise their hands before using the toilet. Lunch will not be provided at training events at this time so staff should bring a packed lunch.

The office is subject to a thorough clean each week and subject to disinfecting procedures daily.

Updated by Julie Lamont

1st September 2020