

Policy and Procedure to be taken in relation to the risk of infection of COVID 19 (Corona Virus) at:

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The release of Government information relating to Corona Virus is updated daily. Sarah Watson is responsible for ensuring that adequate measures are taken in relation to how to best manage any new information that is shared, in relation to COVID 19 and the continuation of Life on Dreams Limited . The interests, welfare and wellbeing of all clients and staff at Life on Dreams Limited is paramount. Decisions that are made, outside of the guidelines set out below, are at the discretion of Sarah Watson and are final.

INFORMATION ABOUT COVID 19

Coronavirus is a type of virus that is common around the world. COVID 19 is a new strain of this virus. Coronavirus can be spread through the air (when someone coughs or sneezes) or by cross-contamination of surfaces (light switches, door handles).

The incubation period is between 2 and 14 days. If a person remains well 14 days after exposure to someone *confirmed* as having coronavirus then it is unlikely that they have been infected.

Symptoms of COVID 19 infection: Cough, difficulty breathing, fever.

INTRODUCTION

1. Life on Dreams Limited have a **Risk Assessment** in place that identifies potential risk factors associated with the spread of the Corona Virus and what precautions are put in place to contain and reduce the spread of infection to staff, clients and visiting third parties. All staff are responsible for reading this Risk Assessment.
2. All staff will be aware of the symptoms of Corona Virus. Any client or member of staff experiencing any of these symptoms will be advised to stay at home and self-isolate for minimum of 10 days.
 - Flu-like symptoms: fever, cough and difficulty breathing.
3. On-line sources of advice, COVID 19 updates, Government Guidelines and information from the Department of Education and Public Health England will be viewed daily.

4. Life on Dreams Limited will follow advice given from outside sources on how to internally manage the spread of the virus and how to effectively manage interactions and exposure to outside third parties.
 - World Health Organisation. Tel: 0045 4533 7000. www.who.int
 - Public Health England. (Bristol). Tel: 0300 303 8162. www.Gov.uk
 - Department for Education. DfE Helpline 0370 000 2288. www.Gov.uk
 - NHS Helpline. [Tel:111](tel:111)

PREVENTING THE SPREAD OF INFECTION

1. Refer to Life on Dreams Limited COVID 19 Risk Assessment.
2. The best way to prevent infection is to avoid being exposed to the virus:
 - Wash hands every 20 minutes for a minimum of 20 seconds, with soap and water or hand wash. Hand sanitiser should be used if this is not available due to working off-site.
 - Cover cough or sneeze with a tissue and *immediately* throw tissue in the bin or toilet.
 - Avoid touching eyes, nose and mouth.
 - Clean and disinfect frequently touched objects and surfaces.
 - People who feel unwell should stay at home and self-isolate for 14 days.
 - If you have any concerns seek further advice from NHS 111. Do not go directly to your GP.
3. Life on Dreams Limited will be deep cleaned at the end of each client session by Staff, at the start each day as per Life on Dreams Limited cleaning rota and measures will be taken to clean light switches, handles, equipment and communally used areas throughout the day also.

COVID 19 FIRST AID

The following guidelines must be followed in relation to the administration of First Aid, by the First Aider, if someone is injured or ill at Life on Dreams Limited during the coronavirus (COVID-19) outbreak:

- Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
- If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

If first aid qualified staff are available and can attend, they still need to observe the current guidance surrounding social distancing, wearing PPE when administering first aid and maintaining hygiene. If a member of staff has helped someone who was taken unwell with a

new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

IF A CLIENT OR MEMBER OF STAFF BECOMES UNWELL WHILST ON-SITE AT LIFEON DREAMS LIMITED

Make sure all clients are aware that they need to tell a member of staff if they are feeling unwell.

If a client or member of staff becomes unwell whilst on-site at Life on Dreams Limited and they believe they have NOT come into contact with a confirmed case of COVID 19, they should be sent home immediately and be advised to self-isolate for 10 days as a precautionary measure.

If a client or member of staff believe they HAVE come into contact with a confirmed case of COVID 19 and they begin to feel unwell whilst at Life on Dreams Limited then the following procedure must be followed:

- Call NHS 111, or 999 if it is an Emergency (if they are seriously ill, injured or pose a risk to their safety or the safety of others).
- Try to determine the source of infection – which country they have returned from in the last 10 days or who they have been in contact with that may have passed on the infection.
- Find the person a room or area where they can be isolated behind a closed door.
- Open a window for ventilation.
- Avoid touching people, objects or surfaces.
- Ensure the person covers their mouth when they sneeze or cough. Dispose of any tissues in a bin or toilet.
- The room must be deep cleaned immediately once they leave.
- If they need to go to the bathroom, they should use a separate bathroom if available. This should also be deep cleaned once they leave.

IF A CASE OF COVID 19 IS SUSPECTED AT LIFE ON DREAMS LIMITED

- Life on Dreams Limited will follow guidelines set out in line with the Department of Education and Public Health England.
- No restrictions or special control measures are required whilst laboratory test results for COVID 19 are awaited.
- There is no need to close the setting or send learners or staff home at this stage.

IF A CASE OF COVID 19 IS CONFIRMED AT LIFE ON DREAMS LIMITED

- Life on Dreams Limited will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions and precautions that should be taken.
- A further assessment will be made by the Health Protection Team.
- Life on Dreams Limited will be advised by the Health Protection Team on how to clean communal areas.
- Life on Dreams Limited will close immediately, to be reviewed after 10 days.

IF CLIENTS OR STAFF COME INTO CONTACT WITH SOMEONE WITH A CONFIRMED CASE OF COVID 19 AWAY FROM LIFE ON DREAMS LIMITED

- The individual will be required to self-isolate for 10 days.
- Advice will be given by Health Protection Team.
- If they become un-well, they will be tested for COVID 19.
- If they test positive for COVID 19 further advice will be given by the Health Protection Team.
- The Health Protection Team will make the decision as to whether clients and staff at Life on Dreams Limited fall within the 'close contact' group and whether Life on Dreams Limited should be closed as a precautionary measure.