



Where
change
is possible

COVID-19 RESPONSE POLICY – July 2020

POLICY BRIEF & PURPOSE

Oakwood Psychology Services is committed to ensuring the health and safety of all employees, volunteers and clients. To this end, this policy sets out steps that Oakwood Psychology Services is taking in order to respond to the coronavirus outbreak, alongside expectations that are placed upon our workers.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional Government guidelines. If so, we will update you as soon as possible.

SCOPE

This coronavirus policy applies to all employees, self-employed workers and volunteers who physically work at our premises at Oakwood House. Additionally, it is essential that our remote working personnel read through this action plan, to ensure we collectively and uniformly respond to this challenge.

POLICY ELEMENTS

Here, we outline the required actions employees, self-employed workers and volunteers should take to protect themselves and their co-workers from a potential coronavirus infection.

1. Questionnaire

All employees, self-employed workers and volunteers returning to work will be required to complete a self-declaration questionnaire 3 days prior to returning to work. Details required include:

- Recent travel
- Social interactions with confirmed cases
- Social interactions with those in isolation
- Personal symptoms
- COVID-19 related medical history i.e. tested / recovered etc.

Importantly, if you have any symptoms you should:

- Notify Caroline Vermes at the earliest opportunity
- Not return to work and self-isolate
- Contact your GP or 112 for further instructions
- If you do have a confirmed case of COVID-19 you must follow medical instruction and obtain certification from a medical professional before returning to work

We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity as per the General Data Protection Regulations (GDPR).

2. Hygiene

DO:

- Wash your hands properly and often. Hands should be washed:
- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough/shortness of breath)
- Before and after using public transport
- Before and after being in a crowd
- When you arrive and leave buildings or anyone else's home
- Before having a cigarette or vaping
- If your hands are dirty
- After toilet use

DON'T:

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth e.g. bottles / cups etc.
- Do not shake hands with any persons.

3. Personal Protective Equipment

Disposable gloves

The use of disposable gloves is discouraged. Do not wear disposable gloves in place of washing hands.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on

- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves.

Face Masks

- The wearing of face masks or face shields is currently required at Oakwood House until further notice

4. Recommendations for travelling to and from work

- If you have any signs of COVID-19 or has been exposed to a confirmed case, you should not travel to work.
- Wherever possible, you should travel to work alone using your own means of transport.
- When using public transport follow local guidance on PPE and social distancing
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.

Recommended Maximum Road Vehicle Seating Arrangements		
No. Of Seats	Maximum No. of Occupants	Seating Arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	3	1 in the driving seat 1 in the far passenger seat

5. Cleaning

Cleaning regimes have increased across all areas to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps / Sinks
- Toilet flusher / Seat
- Door handles / push plates
- Handrails
- Light switches
- Machinery and equipment controls
- Food preparation & eating surfaces

- Phones
- Keyboards, photocopiers and other office equipment

Disinfection supplies will be made available to staff so you can regularly wipe down your workstations.

6. Social / Physical Distancing

In order to slow the transmission rate of COVID-19, a minimum social distancing of 2 meters is recommended by the HSE.

This will be achieved by implementing the following:

- no hand shaking
- work will be organised in such a way to ensure physical distances are maintained, where this is not possible work times will be staggered and working from home measures will continue to be implemented,
- meetings and client sessions will continue to be conducted as much as possible using online remote means. Where face to face meetings are absolutely necessary, numbers attending will be managed and participants must maintain physical distancing at all times,
- single file in halls and into/out of consulting rooms
- only one person allowed in front office at any time

7. First Aid

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. COVID-19 does not infect through the skin.

First aiders must:

- Follow standard infection control procedures
- Hands must be washed before and after administering first aid
- All persons must be treated as a suspected case
- First aid must be administered in a separate area where possible
- In a suspected cardiac arrest case, you must not feel for breathing by putting your face close the persons mouth. Compression CPR must only be applied.
- For minor injuries i.e. cuts and abrasions, the injured party should applied their own dressing under the guidance of the first aider.
- All first aid equipment needs to be sanitized after use.
- All disposable PPE should be disposed or and stocks replenished following first aid treatment.

8. Group meetings and supported meals

Most groups sessions will be carried out online. Supported meals with clients not within vulnerable groups may take place in person with no more people than can be accommodated at 2m distance in Oakwood House. Meetings, where necessary, will be held in ventilated areas when the weather permits open windows. Staff should remember to close windows before leaving premises for the day.

13. Training Information

First Aid Responders	All First Aid Responders training certificates are valid for the duration of COVID-19 emergency
Manual Handling	All manual handling training is valid for the duration of COVID-19 emergency, manual handling training may be carried out if social distancing can be maintained.

14. COVID-19 Suspect / Confirmed Cases

Suspected Case

- If you become ill at work with cough, fever, difficulty breathing, cancel remaining appointments for the next two weeks (or ask Faye to do this) and go home. Follow government self-isolation guidance.
- Continue to wear face mask until leaving the premises
- Call your GP.
- Avoid touching anything and practice good hygiene procedures i.e. use tissues for coughing or sneezing, sneeze into elbow etc.
- Management are to contact HSE for further instruction i.e. if further precautions are to be taken.

Confirmed Case

- If you have a confirmed case of COVID-19, stay home for 14 days. If you develop new symptoms or their existing symptoms worsen within the 14-day observation period, call your doctor for reassessment. Obtain a “Back to work” cert from a medical professional before returning to work.
- Oakwood Psychology Services management and administration will need to contact any clients and other colleagues you may have had contact with in the preceding two weeks before you noticed symptoms.

- Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

Signature:		Date:	
Position:			

Reviewed without change on (dates)				
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