**Corona Virus Prevention Action Plan for Well Being House**

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| **Action** | **Responsible** | **By When** | **Update** |
| Display government provided posters in offices, communal areas, communal kitchens and communal bathrooms. Ensure customers know where updates will be posted | Team Leader / Bath Mind Manager | Ongoing | Complete |
| Team Leader to ensure adequate supply of soap, tissues, antibacterial disinfectant spray, cloths, wipes, rubber gloves and to purchase from petty cash / expenses if Curo unable to supply at this time. E.g. hand sanitizer currently unavailable. | Team Leader / Bath Mind Manager | Ongoing |  |
| Meet with Virgin Care Cleaners to ensure cleaning schedule currently in place is being completed as required and is fit for purpose. | Team Leader / Bath Mind Manager | Ongoing |  |
| Organise additional cleaning with Virgin Care as needed. | Team Leader / Bath Mind Manager | Ongoing |  |
| Daily building checks to include disinfecting door handles and bannisters etc. | Team member with responsibility for H & S checks | Ongoing | 2 x daily |
| Teams to wipe down desks / phones / keyboards following use to minimise spread of infection due to hot desking.. | Team | Ongoing | 2 x daily |
| Deliver Covid-19 information and planning letter to all customers on entry to WBH and confirm receipt | Team | Ongoing | Information is updated in line with government guidelines |
| As part of support session raise health issue of corona virus so customer has opportunity to talk through concerns and agree understanding of current government advice re corona virus precautions. | Team | Ongoing |  |
| Identify those customers who are vulnerable / have underlying health conditions and agree health plan with them should there be an infection at the scheme or they feel unwell | Team | Ongoing |  |
| Team Leader / Bath Mind Manager to have discussions with colleagues where we are aware of underlying health condition and make plans for additional provision as required | Team Leader / Bath Mind Manager | Ongoing |  |
| All colleagues to wash hands on arrival and exit to WBH | Team | Ongoing |  |
| All colleagues not expected to shake hands with other professionals | Team | Ongoing |  |
| All colleagues to report discussions with 111 service back to their Team Leader / Bath Mind Manager asap | Team | Ongoing |  |
| All professionals visiting WBH and all contractors including Curo repairs, voids team, external contractors etc. to wash hands and sign in on arrival. (separate signing in sheet required) | Team | Ongoing |  |
| Customers being contacted to attend RASNAs to be asked if they have any of the symptoms of coronavirus: a cough, a high temperature and a shortness of breath. If they’ve recently travelled abroad, see our [coronavirus advice for travellers](https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/) to find out what to do.  Where possible RASNA’S to be carried out over video call | Team | Ongoing |  |
| Colleagues to work only at own allocated scheme (WBH) to minimise risk of cross infection – (Exceptions may occur if infections increase and there is a specific request to move sites by service manager). | Team | From Wednesday 18th March |  |
| Staff and guests to wear face masks when going into shops and on public transport | Team | Ongoing |  |
| Colleagues to no longer attend training or partnership meetings but use skype or phone contact | Team | Ongoing |  |
| **In the event of a case of a customer / colleague becoming infected at WBH. Colleague & customer instructions.** |  |  |  |
| Colleagues to let Team Leader / Bath Mind Manager know immediately and follow advice from current government advice and to manage symptoms with self-isolation and medical support. Service Manager / Head of Service to be informed. | Team Leader / Bath Mind Manager/ Service Manager / Head of Service | Ongoing |  |
| All colleagues/guests displaying symptoms to be registered for test | Team Leader/Bath Mind Manager | Ongoing |  |
| Customers identifying as unwell (dry cough, fever, respiratory problems) during their stay to be considered on a case by case basis depending on age / health conditions etc. Team Leader / Bath Mind Manager to phone Service Manager / Head of Service immediately to agree best action plan but as first response they will be encouraged to phone 111 and return home to self-isolate and to follow government guidelines. | Team Leader / Bath Mind Manager/ Service Manager / Head of Service | Ongoing |  |
| Additional deep cleans to be organised with Virgin Care cleaning contract. E.g communal lounges. If this is not possible due to staffing levels of cleaning company then teams to support. | Team Leader / Bath Mind Manager | Ongoing |  |
| In the event of staffing crisis we need to delay access to the WBH and/or implement emergency staffing only and offer minimal support. | Team Leader / Bath Mind Manager/ Service Manager / Head of Service | Ongoing |  |

**March 2020**