

Covid19 BCP Appendix (Operational)

Guidance

This appendix must be used as a check list to inform your main COVID 19 Business Continuity Plan (BCP). The appendix should be reviewed and updated daily by the Registered Manager. This appendix must be referenced in your main BCP, so everyone who has access to your BCP knows about the existence of this appendix. This appendix should be saved next to your BCP, ideally on your service shared drive, so your deputy(s) can access it without any issues. Any 'actions required' can be collated on the action plan below to assist with planning/monitoring.

Your BCP together with this appendix should provide a clear guidance for the person taking over the management of the site, so they can fully understand what has been done up to date and plan further action to be taken. The success of your BCP lies with the detail you are going to share with your deputy(s) and this means sharing such detail in this appendix.

Use the Footer to record the date and version.

Date Appendix updated :	
Name of person updating appendix:	
Role:	
Date plan reviewed by Locality Manager	

Site/Service details	
Service name	
Site lead/manager	
Deputy(s) Name (Responsible in management absence)	
Number of service users	
Regional Lead /LM/ Service lead	
Responsible Individual	
Managing Director	
Local Health Protection Team	https://www.gov.uk/health-protection-team
Tel:	Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards. HPTs provide support to health professionals, including: <ul style="list-style-type: none"> •local disease surveillance •alert systems •investigating and managing health protection incidents •national and local action plans for infectious diseases

Overview	YES	NO	(If NO)-Action Required	BCP Updated?
Have you made sure your site BCP is up to date?				
The management team on site can access the BCP and arrangements to delegate responsibilities in the event of absence of the manager have been established?				
Have you completed your site Dynamic Risk Assessment and this is updated as circumstances change?				

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Are all staff aware of the Caretech COVID19 microsite if they want some answers to their questions?				
Are all staff aware of the Covid19@caretech-uk.com email address if they have a question that you can't answer?				
Are all staff aware that guidance is available from Public Health England and GOV.UK should they need it? To use the free GOV.UK Coronavirus Information Service on WhatsApp, simply add 07860 064422 in your phone contacts and then message the word 'hi' in a WhatsApp message to get started.				

Checklist

Question- Infection Control and awareness	YES	NO	(If NO)-Action Required	BCP Updated?
Have staff and service users been made aware of the symptoms? (Cough-difficulty breathing-fever)? See Symptoms poster/Resource on Rezure				
Are all staff and service users aware of how and how often to wash hands? See Hand Wash Poster				
Do staff and service users know that they need to try not to touch their eyes, nose, and mouth?				
Do staff and service users know what to do when they cough or sneeze? i.e. covering their mouth with a tissue? See Catch it/ bin it Poster				
Do staff and service users know how to dispose of hand wash towels/tissues? Do you have enough facilities to support this? (Pedal/ non touch bins)				
Are the main surfaces on site cleaned every day? i.e. Kitchen worktops, Dining Table, Floors and Bathrooms, light switches, mobile phones, handles? Cleaning schedules are in place and checked by management.				
Do you have sufficient stock of cleaning materials, including hand washing supplies, hand sanitiser and tissues? Are you checking stock and have included risks within BCP?				
Should this be required, do you have arrangements in place for a potential 'deep clean'? https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/				
PPE	YES	NO	(If NO)-Action Required	BCP Updated?
Do staff know at what point they need to start using PPE?				
Staff know how to use PPE correctly and are able access guidance? https://onrezume.com				
You are aware of Local operational and National arrangements for ensuring the supply of PPE. This is recorded in you BCP?				
You have the name and contact for PPE accessible in the event of management absence?				

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You have reviewed PPE requirements and have delegated a responsible individual to stock control on a daily basis?				
Service Users	YES	NO	(If NO)-Action Required	BCP Updated?
Have you identified those service users who fall into "At Risk" category?				
Have you made specific arrangements to protect them- and if so, you have included these in your BCP? https://www.gov.uk/government/publications/covid-19-residential-care-supported-living-and-home-care-guidance				
Have you updated risk assessments for service users as necessary?				
Have you confirmed that NOK and emergency contact details are accurate?				
If a service user has a DNR or advanced directive in place, these are accessible and staff are aware?				
Where there are additional restrictions placed due to Government directives and there is a risk of non-compliance, the service assesses capacity and risks, uses best interests and informs MDT of decisions made.				
You have made plans to re-arrange or meet scheduled specialist medical appointments for service users in your service? For example blood tests/Cloz clinic/ critical care				
You have prioritised the daily/weekly tasks that are critical to ensure you can safely meet the needs of service users? Are there any tasks which are not critical which could be paused to enable staff to prioritise their time? This has been agreed by the locality/Ops manager?				
You have assessed how the current restrictions may impact upon people and their behaviours/Mental health. You have considered alternatives to minimise risk?				
Staffing	YES	NO	(If NO)-Action Required	BCP Updated?
You have identified those staff at higher risk due to underlying medical conditions?				
You have ensured that risk assessments are in place for any staff as necessary and staff know to inform you of any changes? These have been shared with your HRBP?				
You have incorporated these risks to staff and safe staffing levels within your BCP?				
You have identified the minimum staffing level and functions/roles required to safely meet the needs of service users? There is supporting narrative within your BCP to explain how you will support individuals on minimum levels and the activities that will be limited?				
You have agreed with your line manager and detailed how you would address a staffing shortfall?				

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You have detailed potential alternative sources of staffing (other services/ support services/ agency) should levels fall below the safe level on BCP				
You have specified contact details of who to advise if staffing has reached a critical level or if this is anticipated?				
You have considered how staff travel to work and the impact of changes to public transport (Consideration given to alternatives? E.g car share/ minibus)				
You have ensured that staff are trained to administered medication? Are you increasing levels of staff able to administer medication or carry out specific health associated tasks? (E.g. Catheter care/ Rescue medication)				
You have confirmed with NCLD, the continuation of training for the existing staff and the level of mandatory induction for new?				
Infection	YES	NO	(If NO)-Action Required	BCP Updated?
In case of suspected or confirmed infection, you have identified staff who are prepared to stay within an isolated service?				
In case of suspected or actual infection, you have identified support networks to support with supplies/shopping?				
You have considered the practicalities of additional occupation? Bedding etc?				
As far as is practicable, you have considered how you may further isolate an individual will suspected or confirmed COVID 19 and how staff may work to reduce cross contamination?				
Visitors	YES	NO	(If NO)-Action Required	BCP Updated?
Are you following Government guidance to limit the amount of contact that the service has with visitors/deliveries? You have identified all non-essential visits to your site?				
You have posters displayed for visitors to hand wash/Sanitiser?				
Practicalities	YES	NO	(If NO)-Action Required	BCP Updated?
Staff have ID and have been advised to carry at all times?				
Key Worker Letters are provided to staff to enable them to access goods/ services and travel freely as required for their work?				
You have assessed how you will continue to stock the service with food and drinks to meet individual dietary and nutritional needs E.g. Gluten free?				
Where you have difficulties in accessing food, you have taken additional steps to address this? (Contact supermarket management/ escalated to Ops management)				
Assessment and referral	YES	NO	(If NO)-Action Required	BCP Updated?
You have considered how you will manage any current ongoing admissions/discharges during this period?				

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Any admissions that result from the current crisis will be assessed using the specific COVID 19 Emergency assessment and Quality impact tool?				

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