

The Jubilee Day Centre for the Elderly,

28 High St, Marlborough, Wiltshire. SN8 1LW Telephone 01672 513087

email thejubileecentre@aol.com

Title	Covid-19 Specific Infection Control		
Document Number 1		Written 25.9.20	Ongoing and until 30th October 2020
Location	28 High Street, Marlborough, SN8 1LW	Duration	
Prepared by	Anne Hancock	Position	Manager of The Jubilee Centre
Authorised by	Sally Wolfenden	Position	Chair of Trustees
1st review date	4 weeks from opening date tbc		
Reviewed by		Position	

This risk assessment is undertaken in accordance with current government guidelines. The risk level for Covid-19 is recognised as high and must be treated as such, even with control measures in place. It will remain a high priority and every effort must be made to reduce the risk level so far as is reasonably practicable. This document is subject to an ongoing review process to ensure current guidance is being met and is in accordance with the fluctuating rate of infection. This risk assessment outlines the measures to be taken at The Jubilee Centre, 28 High Street, Marlborough, SN8 1LW under the restrictions placed by the ongoing Covid-19 pandemic. Expectations outlines are to be given to all staff, volunteers and Jubilee members. All work at the Jubilee Centre must be in accordance with these overall guidelines and any visitor/third party/contractor must follow guidelines. It is imperative that any employee or volunteer who feels they cannot work safely at the Jubilee Centre at any time immediately informs the Manager who will address their concerns immediately. All staff must complete Infection Control training. Social Distancing: Government guidelines are a 2m distance between you and others. Where 2m is not possible 1m+ distancing is to be observed with PPE. First Aid: All First Aiders to be notified of changes to the guidance considering Covid-19 restrictions. Usual infection control guidelines apply and PPE must be worn, including aprons and gloves, as soon as possible. Undertake CPR as normal, avoiding rescue breaths.

ACTIONS: All actions to be undertaken with immediate effect.

Manager- Anne Hancock, Responsible for allocation of bubbles, staff duties, cleaning schedules and training.

Member - a Jubilee Day Centre attendee

Leader - a staff member in charge of a bubble

Escort - person accompanying our members on the minibus

Cook - person responsible for food preparation, cooking and dishing up

Kitchen assistant - volunteers assisting in the kitchen except when asked by the leader to come and assist elsewhere in appropriate PPE

Jubilee cleaner - not present when members are in the centre

The aim is to reduce the risk of an outbreak in The Jubilee Centre and maintain a safe environment for all. The protection of everyone, especially the most vulnerable is the main priority, along with consistently delivering a quality service our members have enjoyed in the past. The balance of good mental and physical health is as important as ever.

By keeping to small bubbles with one leader we keep contacts to a minimum.

Contacts can be reduced further if the member is brought in by a family member or carer avoiding the use of Link cars, taxis and the Kennet Community minibus.

What are the hazards?	Who might be harmed and how?	What is the risk?	What actions need to be taken to control the risks?	Who needs to carry out the action?	Completed by
1. Person to person	Members, staff, volunteers and visitors	1.2 People coming in to the group	<p>1.2a All staff, volunteers, members are asked not to travel to centre if they are displaying any of the symptoms listed, however mild:</p> <p>A new continuous cough. A high temperature. A loss of, or change in, your normal sense of taste or smell</p> <p>They are to remain at home and self-isolate in line with government guidelines. This will also apply if anyone in the household in which they live is displaying any of these symptoms.</p> <p>1.2b If they begin to display any of these symptoms while at the Jubilee, they are to isolate at the dining room area and must return home to self-isolate in line with government guidelines.</p> <p>Anyone who is considered a vulnerable person (by virtue of their age, underlying health condition and/or clinical condition) should follow recent government advice.</p>	<p>Manager to monitor this at each session. If any Jubilee member / leader / cook / volunteer or visitor is displaying any of the symptoms noted.</p> <p>Manager will maintain regular contact with staff / volunteer / member during this time.</p>	

		1.3 Close contact with others	<p>Arrival and exit protocols in place that minimise adult to adult contact.</p> <p>1.3a Transport escort to deposit members at the door and each member to enter adhering to social distancing.</p> <p>1.3b Hand sanitiser applied on entry to the building.</p> <p>1.3c Members will be taken to named seat. Chairs in seating and dining room area will be named and positioned 2m apart.</p> <p>1.3d No delivery men or builders in the Jubilee between 9am and 14.00.</p> <p>National guidelines for good hand hygiene and the use of PPE to be followed as a minimum.</p> <p>National guidelines for permitted activities will be observed eg.no singing</p>	<p>Manager to ensure signage in prominent/relevant areas to inform and reinforce guidance. (frequent hand washing, keep social distance)</p> <p>Leaders</p>	
		1.4 Coughing and sneezing around others	<p>1.4a Members should be encouraged to use single use tissues provided. Waste paper bins with liners should be offered up to the member to dispose of the used tissues. In the event of a tissue not being available, where possible the crook of the arm should be encouraged.</p>	<p>All leaders are to encourage and reinforce guidance. Leader to ensure windows are opened at the start of the session.</p>	

			<p>Handwashing and sanitising after the event.</p> <p>1.4b In the event of an unprotected sneezing/coughing episode cleaning of the surrounding area must be undertaken by a cook/volunteer. This is in addition to hand washing/sanitising. PPE (single use gloves, face covering and apron) must be worn when undertaking a cleaning task.</p> <p>1.4c Members should be asked not to bring a handkerchief to the group to discourage its use.</p> <p>1.4d Staff must follow the advice above in the event of cough or sneezing.</p> <p>1.4e Do not touch your eyes, nose or mouth if your hands have not been cleaned</p> <p>1.4f If a cough is persistent, the person must be isolated and guidance followed (see 1.2b above)</p> <p>1.4g The Jubilee Centre must remain well ventilated with a good fresh air flow throughout the session. Windows will be open at either end of the Jubilee.</p>	<p>Leader can call on the kitchen assistant if necessary.</p> <p>Leader</p>	
--	--	--	--	---	--

2: Infection by the touching of a contaminated surface	Members, Staff, Volunteers and visitors	Transport to work/centre	<p>2.2a Staff will travel to work alone in a way that restricts being within 2m of someone they do not reside with.</p> <p>2.2b As soon as staff enter the Jubilee Centre they will wash their hands with soap and warm water for a minimum of 20 seconds.</p> <p>2.2c Facecoverings to be worn on all forms of transport (minibus/taxi/Link car/buddy car) to and from the Jubilee Centre.</p> <p>2.2d Handsanitiser used on entry and exit to the bus.</p> <p>2.2e The Kennet Community Minibus will be taken to dial a ride Swindon for monthly antiviral sanitisation and disinfection. The KCM will be Dettol sprayed before and after each journey made by our members.</p>	<p>All leaders ,cooks and volunteers</p> <p>KCM committee to organise.</p> <p>KCM driver</p>	

		<p>2.3: Poor Hygiene</p> <p>2.3a Leaders and volunteers to clean hands with warm water and soap (following Hand washing procedures) at the beginning/end of each session.</p> <p>2.3b Leader will ask each person to use hand sanitiser as they enter and leave the building, before food consumption, after visiting the toilet and frequently throughout the day.</p>	<p>2.3a Leaders and volunteers to clean hands with warm water and soap (following Hand washing procedures) at the beginning/end of each session.</p> <p>2.3b Leader will ask each person to use hand sanitiser as they enter and leave the building, before food consumption, after visiting the toilet and frequently throughout the day.</p>	<p>All leaders/cooks and volunteers</p> <p>Leader is responsible for members hand hygiene throughout the day.</p>	
		<p>2.4: Cleaning & Infection Control</p>	<p>2.4a Leaders will clean the following areas prior to each session starting and when members have vacated the premises.</p> <ol style="list-style-type: none"> 1. Access and egress (departure points) , handrails 2. Taps and washing facilities. 3. Toilet flush and seats. 4. Door handles 5. Seats, seating areas including dining and occasional tables. <p>6. Food preparation and eating surfaces.</p>	<p>Leaders/Jubilee Cleaner Before or after members present. PPE worn as appropriate for task and distance.</p> <p>Cooks/kitchen volunteers will sanitise cooking area and dining room area.</p> <p>Manager</p>	

		2.5: Group sizes for activities	<p>2.4b A cleaning schedule will be on view for all to see.</p> <p>2.4c Any equipment brought into the venue by members (walking aids) must be wiped down with sanitiser spray by a member of staff on entry and exit. No sharing or passing around of resources during sessions such as balls/newspapers/scarves.</p> <p>2.4d Payments for day care to be made by BACS or cheque for several weeks at a time. If absolutely necessary any money given will be put directly in a container provided. No change to be given or handled.</p> <p>2.5a Groups sizes will be determined by the government <u>COVID-19 secure guidelines</u> <u>Initially each</u> daily bubble will consist of 5 Jubilee members and one leader .</p> <p>2.5b Groups will be led by a leader with assistance from volunteers in an emergency only.</p> <p>2.5c Public Health England note</p>	<p>Leader</p> <p>Leader</p> <p>Manager to create bubble lists of name of 5 Jubilee members.</p> <p>Leader</p>	
--	--	---------------------------------	--	---	--

			<p>that brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>2.5d Any equipment used for activities will be cleaned after use and stored when dry.</p> <p>2.6a The kitchen area is to be restricted to cook and a kitchen volunteer at any given time. Kitchen phone to be accessed by the cook and kitchen volunteer. There will be no access to members what so ever.</p> <p>2.6b Leader in the only person to access the office phone, computer, radio, TV, papers etc</p> <p>Kitchen volunteer to assist member if necessary. The volunteer will wear PPE (single use apron, gloves and mask). The PPE will be disposed of in a named bin, specifically for this use. The kitchen volunteer will wash hands in warm water for 20 seconds.</p>	<p>Leader</p> <p>Cook and kitchen assistant</p> <p>Leader</p> <p>Leader will call upon kitchen volunteer</p>	
		<p>2.6: Use of other areas including office and kitchen facilities</p>			
		<p>2.7: Assisting members in the toilet and personal care</p>			

3. Therapy dogs	Members, Staff, Volunteers and visitors	<p>2.8: Eating food at the Centre</p> <p>3.1 Handling and petting</p>	<p>2.8a Members will move between the dining area and seating area using a one way flow system. They will sit, socially distanced in the dining area. Areas around the tables will be kept clear to avoid congestion.</p> <p>2.8b Food will be plated in the kitchen and served to the tables by the leader who will wear a face covering.</p> <p>2.8c Drinks will be individually poured from jugs in the kitchen and served to the table by the leader.</p> <p>2.8d Condiments to be served by the leader.</p> <p>2.8e Clearing crockery to trolley in pantry doorway for washing.</p> <p>2.8f Doors and or windows will remain open to promote ventilation.</p> <p>3.1a Dog handlers must be Covid 19 symptom free when attending the centre.</p> <p>3.1b No dog in the kitchen area.</p> <p>3.1c Hand sanitising after petting the dogs must be reinforced.</p> <p>3.1d Dog in dog cage while members are eating dinner. visits are limited to 1 dog.</p>	<p>Leader to oversee movement.</p> <p>Cook/leader</p> <p>Cook</p> <p>Leader</p> <p>Leader</p> <p>Leader</p> <p>Leader</p> <p>Leader</p>	
-----------------	---	---	---	---	--

			<p>3.1d Handlers are subject to Jubilee Centre guidance on reporting of symptoms and isolating.</p>	Leader	
		<p>3.2 Waste disposal and cleaning</p>	<p>3.2a Handler to wear PPE(single use gloves, apron and facecovering) when cleaning accidents followed by handwashing and sanitising.</p>	Dog owner	