

LifeLine Projects - Covid-19 Action Plan – 17th March 2020

The risk to the UK by the UK Chief Medical Officers is identified as High.

Helplines for advice

<p>If you need advice, contact the North East and North Central London HPT (covers Barking and Dagenham, Havering and Redbridge):</p> <ul style="list-style-type: none"> • Email necl.team@phe.gov.uk; nencl.hpu@nhs.net • Telephone 020 3837 7084 (option 1) • Fax 020 3837 7086 • Out of hours advice 020 7191 1860 	<p>Department of Education</p> <p>Staff, parents and young people can contact the helpline as follows:</p> <p>Phone: 0800 046 8687</p> <p>Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Opening hours: 8am to 6pm (Monday to Friday)</p>
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Item	Area	Rationale/actions	Link to guidance/comments
1	Nominate LifeLine lead/team for virus response	<ul style="list-style-type: none"> • Keep up to date with day-to-day developments, consider implications and communicate updates to SMT as required 	
2	Raise staff awareness about the symptoms of the virus	Display Government and Public Health posters in public areas in all LifeLine premises.	
3	Raise staff awareness of how to reduce the spread of the virus	<ul style="list-style-type: none"> • Display posters about hygiene in public areas in all LifeLine premises. • Provide a stock of the following items for use by staff, parents and children at all LifeLine premises: <ul style="list-style-type: none"> ○ Hand sanitizers ○ Anti-bac wipes ○ Tissues. 	
4	Staff annual leave	Staff who have returned from a category 1 country/area in the last 14 days should avoid attending work. They should call NHS 111 for advice and self-isolate.	See item 9 of the guidance below: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19

5	Staff who become unwell at work and believe they have been exposed to COVID-19	<p>If a member of staff becomes unwell in the workplace and has travelled to China or other affected country, the unwell person should be removed to an area which is at least <u>2 metres</u> away from other people – if possible, in a room or area they can be isolated behind a closed door. If possible, open a window for ventilation.</p> <p>Once isolated, the member of staff should:</p> <ul style="list-style-type: none"> • call NHS 111 (or 999 if an emergency) • explain which country they have returned from in the last 14 days and outline their current symptoms <p>The member of staff should remain at least <u>2 metres</u> away from other people, avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bin. If no tissues are available, they should cough and sneeze into the crook of their elbow.</p> <p>They should use a separate toilet if available.</p> <p>Action: If possible, identify possible an isolation room/area and a separate bathroom at all LifeLine premises.</p>	<p>See item 8 of the guidance below: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</p>
6	Advice to staff, everyone on what to do if you think you might have coronavirus	<p>The coronavirus symptoms are:</p> <ul style="list-style-type: none"> • a high temperature – you feel hot to touch on your chest or back • a new, continuous cough – this means you've started coughing repeatedly <p>NHS Advice on 16/03/2020 is to:</p> <ul style="list-style-type: none"> • if you have symptoms, stay at home for 7 days • if you live with other people, they should stay at home for 14 days from the day the first person got symptoms • If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days. • If you have to stay at home together, try to keep away from each other as much as possible. <p><u>Do not go to a GP surgery, pharmacy or hospital.</u> <u>You do not need to contact 111 to tell them you're staying at home.</u> <u>Testing for coronavirus is not needed if you are staying at home.</u></p>	

7	Actions to be taken for staff with underlying health conditions	Staff with underlying health conditions or on immunosuppressant medication should seek advice if they develop flu like symptoms (temperature, cough, shortness of breath).	
8	Staff who are medically advised to self-isolate for 14 days by the NHS	<p>Actions:</p> <ul style="list-style-type: none"> • Staff in self-isolation authorised to work from home by line manager • Line manager to agree a workplan with staff member working from home • Joe to ask integrity to install remote log-in icons for each laptop • Sam to check with SCS Ltd to ensure business calls can easily be diverted to home worker so work can continue from home • For employees to work from home, staff must confirm they have a suitable ICT set up to do so (a trial run is advised) • Lifeline to confirm we will pay staff for any printing costs incurred if working from home • Finance and other Departments to ensure they can back-up their data remotely – in addition to the daily backup by Integrity • Consideration to be given to how will staff get laptop if they have not taken one home. 	
9	Staff who are confirmed as having the virus	<ul style="list-style-type: none"> • Staff to follow sickness absence procedures <p>Actions:</p> <ul style="list-style-type: none"> • HR to confirm staff contact details • HR to report daily on number of staff by location/function who are: <ul style="list-style-type: none"> ○ in self-isolation and whether directly or indirectly affected (because family member has to self-isolate) ○ confirmed with the virus. • Identify a contingency for key roles in the organisation e.g. nursery managers, finance, nursery cooks • Take action if ratio's in nurseries cannot be maintained in line with the EYFS – find out from early years team if ratio's can be relaxed. Take action based on response. • In the event of nursery cooks being off, identify other staff who have food hygiene certificates. • If required, parents to be asked to provide packed lunches. Nursery managers to confirm there are sufficient storage facilities. • Redirect telephone calls to nominated mobiles – decide who. 	

10	Actions to take following confirmation of staff testing positively for the virus	<p>Note: closure of the workplace is not recommended.</p> <p>Follow the guidance on the link opposite about contact with the PHE local Health Protection Team who will advise on any actions or precautions that should be taken.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Need to identify a contingency for deep cleaning premises in line with item 16 of the guidance • Need follow guidance for rubbish disposal in line with item 17 of the guidance. • Purchase a stock of black bags at all LifeLine premises. 	<p>See item 11 of the guidance below: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</p>
11	Staff who mentor in schools	<p>Actions:</p> <ul style="list-style-type: none"> • Managers to identify what arrangements are in place about the virus at each school we work in and find out if mentors can be added to school emails about any changes • Managers to ensure staff understand the school's arrangements for: <ul style="list-style-type: none"> ○ Reporting concerns about the virus ○ If they are taken ill at a school and suspect they have the virus 	
12	LifeLine School	<ul style="list-style-type: none"> • Make sure young people know to tell a member of staff if they feel unwell • Put alternative arrangements in place for mentoring 	
13	What to do if children, students or staff are contacts of a confirmed case of COVID-19 who was symptomatic while attending our childcare or educational setting	Follow the guidance provided by the DfE	<p>See item 7 of guidance below: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>
14	Attendance at external events	<p>Action:</p> <ul style="list-style-type: none"> • Before leaving for event, staff to check events are still scheduled to take place 	
15	Events held internally at LifeLine House, LifeLine School or the nurseries (e.g. open evenings, school trips)	<p>Actions:</p> <ul style="list-style-type: none"> • School events currently booked are weekly activities and Easter events. These will take place subject to schools remaining open. • Have we got any events booked? • What do we want to do – still hold, or cancel? • If we decide to hold, how will we identify any risks with groups of people who will be in close contact with each other (close contact defined as being within 2 metres of another person)? <p>Actions:</p> <ul style="list-style-type: none"> • Find out what events are booked over the next 3 months 	

16	General cleaning/hygiene	<p>The Scottish government's check list for the workplace includes:</p> <ul style="list-style-type: none"> • Routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles, desks and tables • Basic hand washing and access by all to hand washing facilities and alcohol-based hand rub, where available • Crockery and cutlery in shared kitchen areas should be cleaned with warm water and detergent and dried thoroughly • Ensuring food such as crisps and sandwiches should not be left open for communal sharing unless individually wrapped. <p>Actions:</p> <ul style="list-style-type: none"> • Cleaners to be made aware of any additional cleaning requirements. • Notices to be put up for staff about cleaning hard surfaces • Notices to be put in shared kitchens about sharing communal food. 	
17	Nursery cleaning	<p>Continue to follow nursery cleaning procedures, including making sure/reminding staff:</p> <ul style="list-style-type: none"> • signage for parents and visitors about access to handwashing facilities, or easy access to alcohol-based hand rub, where available • children do not share cups and bottles • surfaces contaminated with body fluids are cleaned and disinfected • room cleaning procedures for washing children's bedding and soft toys/fabrics etc are followed and checked by room leaders • routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, door handles, tables, toys. <p>Action:</p> <ul style="list-style-type: none"> • Cleaners to be made aware of any additional cleaning requirements. 	
18	Manage parent anxiety about the virus	<ul style="list-style-type: none"> • Advise parents that our nurseries are following the government, NHS and DfE advice about the virus • Keep parents updated about any action the government is taking that may affect the day to day running of the nursery via: <ul style="list-style-type: none"> • Posters • Newsletters and letters • Emails <p>Action:</p> <ul style="list-style-type: none"> • Encourage parents (in newsletter) to make sure their child knows to tell them, or a member of staff if they feel unwell 	
19	Redbridge early years funding requirements for the virus	<p>Actions:</p> <ul style="list-style-type: none"> • Parents to complete holiday forms so we know where children are going on holiday 	

		<ul style="list-style-type: none"> • Make parents aware they must inform us if a child is in medically advised isolation, or if a parent is unable to drop off or collect a child due to their own self-isolation • Make parents aware they must inform the nursery manager if their child has been confirmed as being infected with the virus, or if the parent is confirmed as infected. • Remind parents to follow nursery sickness absence reporting procedures • Contact the early years team for guidance if there is any doubt that a child is ill, or if a child is absent for longer than expected • Early years funding will continue where there is medical advice for the nursery to close, based on a judgement of the DfE, Public Health England or the local Health Protection team. • Check specific requirements with the early years team, including advice on visitors to the nursery. 	
20	Parents who chose to withdraw their child from the nursery	<ul style="list-style-type: none"> • Parents to give one months' notice, as per contract 	
21	Check for updates to official guidance daily:	<p>Policy paper issued by Department of Health and Social Care</p> <p>Guidance: Coronavirus action plan: a guide to what you can expect across the UK</p> <p>Published 3 March 2020</p>	https://www.gov.uk/government/publications/coronavirus-action-plan/coronavirus-action-plan-a-guide-to-what-you-can-expect-across-the-uk#fnref:6
		<p>Department for Education</p> <p>Guidance: COVID-19: guidance for educational settings</p> <p>Updated 16 March 2020</p>	https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
		<p>Issued by Department for Business, Energy & Industrial Strategy and Public Health England</p> <p>Guidance: COVID-19: guidance for employers and businesses</p> <p>Updated 10 March 2020</p>	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19
		<p>NHS</p> <p>Overview-Coronavirus (COVID-19)</p> <p>Published 12/03/20</p>	https://www.nhs.uk/conditions/coronavirus-covid-19/
		<p>National Day Nursery Association</p> <p>Advice for nurseries</p> <p>Updated 13/03/20</p>	https://www.ndna.org.uk/NDNA/Knowledge_Hub/Coronavirus_for_nurseries_early_years.aspx
		<p>Upper Tier Local Authorities (UTLA) and NHS Regions</p>	https://www.arcgis.com/apps/opsdashboard/index.html#/f94c3c90da5b4e9f9a0b19484dd4bb14

