

The following details (updated on 13 March 2020) are extremely important and are from the YPWD Board and Management team. Please read and digest the content of this document.

Thank you.

YOUNGER PEOPLE WITH DEMENTIA (Berkshire) CIO
GUIDANCE ON THE CORONAVIRUS (COVID-19)

Please note that unless otherwise directed by the UK Government YPWD services shall continue as normal. Where we can, we shall use the advice listed below to inform us in order to reduce risk of infection for our staff, volunteers and those that use our services.

- We will ask all workshop attendees and staff to wash (or sanitise should a sink and soap not be available) their hands before the workshop begins and at the end of the workshop. We would like to ask that if those attending our workshops have an allergy to soap or sanitiser products to please let us know immediately.
- To reduce likely person to person contact we may adapt how some workshops are delivered and we may amend some workshops going forward, replacing them with something that we consider more suitable to reduce risk.
- We would also like to ask that if you (staff, volunteers, visitors) or the person you care for is showing cold, flu or Covid-19 symptoms to not attend the workshop or service and to let an appropriate person in the charity know.

We would also encourage you to follow the stay at home guidance issued by government on **12 March 2020**: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

- As this situation is continually being updated, we will review Public Health England advice and guidance on a daily basis to inform what we do. This may require that short notice changes will need to be implemented.

1. **Background and scope of guidance.** This guidance has been taken from the most up to date guidelines as provided by the UK Government, it is intended to alert the charity's management, employees, volunteers and service users to the ongoing threat posed by the Coronavirus (COVID-19) and to provide advice on:

- how to help prevent spread of all respiratory infections including COVID-19
- what to do if someone with suspected or confirmed to have COVID-19 has been in a workplace setting
- what advice to give to individuals who have travelled to specific areas, where there are known cases of the Coronavirus.
- advice for the certification of absence from work resulting from Covid-19

2. The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

3. **Signs and symptoms of COVID-19.** The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough
- Difficulty in breathing
- Fever

4. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

5. **How COVID-19 is spread?** From what is known about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close

contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

6. There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

7. There is currently little evidence that people who are without symptoms are infectious to others.

8. Preventing spread of infection. There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

9. **If you are worried about symptoms, please call NHS 111.** Do not go directly to your GP or other healthcare environment.

10. **Guidance on facemasks.** Face masks for the general public are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

11. **What to do if an employee, visitor, volunteer or a service user of the charity becomes unwell and believe they have been exposed to COVID-19.** The unwell person should be removed to an area which is at least 2 metres away from other people. This might be a corner of a room, where a window should be opened. The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain where they might have contracted the disease in the last 14 days and outline their current symptoms. Charity telephones should not be used by infected people or those who might be infected.

N.b. - In the case where a service user is unable to contact NHS 111 themselves the member of YPWD staff leading the workshop will make this call and will also contact the carer to update them as to the situation.

12. **Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people.** They should 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 bag or pocket then throw the tissue in the bin.

13. If they need to go to the bathroom whilst waiting for medical assistance, they should use a specific cubicle, which should then be closed until deep cleaning can be carried out.

14. **When individuals using the charity have had contact with a confirmed case of COVID-19.** If a confirmed case is identified within the charity, advice should be sought from the local Health Protection Team (0344 225 3861) relating to:

- any visitor, service user or employee in close face-to-face or touching contact
- any visitor, service user or employee talking with or being coughed on for any length of time while the individual was symptomatic

- anyone who has cleaned up any bodily fluids
- close friendship groups or those working alongside

15. **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.**

16. Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be thoroughly cleaned with a disinfectant including: all surfaces and objects which are visibly contaminated with body fluids, all potentially contaminated high-contact areas such as toilets, door handles, telephones

17. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

18. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

19. Rubbish disposal, including tissues. All waste that has been in contact with the individual, including used tissues, and masks should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive the local Public Health Team will advise on its disposal.