

**Task: Operating CMSS during a pandemic.**

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**Background:****CMSS**

CMSS Skills Development Centre [CMSS] is a centre for adult clients with Cerebral Palsy and associated disabilities. CMSS operate from a centre in Wiltshire Lane in Northwood Hills.

**Closure of CMSS**

CMSS closed the centre to all staff and clients on Thursday 19<sup>th</sup> March 2020 following Government advice.

**Alternative provision of services whilst CMSS was closed.**

Since Thursday 19<sup>th</sup> March 2020, remote support has been provided to all clients who previously attended CMSS. However, since the closure, quite understandably, some clients have been struggling with social isolation, missing their friends, staff, routine changes and activities CMSS previously provided.

Zoom sessions started on Monday 20<sup>th</sup> July 2020 and were delivered Monday to Thursday for clients who can access Zoom at home independently, or with support of their carers and personal assistants. Time over Zoom provides the clients with opportunities to remotely have conversation, interaction, and participation in activities.

CMSS re-opened on the 5<sup>th</sup> October 2020 and then had to close on the 6<sup>th</sup> November 2020 due to rising numbers of cases in the community. CMSS has remained closed since.

**Covid-19 and the susceptibility of some people to serious illness and death.**

The Covid-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing and can be transferred to the hands and from there to surfaces. The time the virus can survive on surfaces is dependent on things such as the type of surface, its moisture content and temperature. Symptoms of Covid-19 can range from no visible signs, mild illness through serious illness to ultimately death in a small number of people.

Some CMSS clients have underlying health conditions, and some lack mental capacity, consequently, some clients may struggle to understand or adhere to social distancing and /or good hygiene measures. Staff will support clients to achieve social distancing and good hygiene measures. Whilst CMSS cannot guarantee a Covid-19 free workplace, control measures are in place to manage the risks from Covid-19. Please see below in this document for the section entitled: "Do records and/or local knowledge indicate a problem with this task?"

### **Community based activities.**

- Community based activities will recommence when clients are no longer anxious about undertaking such activities, provided that infection rates are at a level that the CMSS management team are comfortable with. In addition, CMSS will require third party venues to comply with Local and National guideline in place at the time. Clients will be transported in CMSS vehicles and provided with hand sanitiser and masks. Please see risk assessment documents that assess the health and safety risks associated with community based activities.

### **Local lockdowns**

The possibility of local lockdowns due to the resurgence of the Covid-19 infection rate in the community or the detection of a variant of concern in the community, may overshadow all current plans being considered. This may result in either CMSS being asked to close or indeed travel to CMSS from surrounding Boroughs being suspended.

### **What can individuals do to minimise the transmission of Covid-19?**

- If you are showing signs of Covid 19, self-isolate, carry out a lateral flow test and arrange for a PCR test.
- Keep the CMSS management team informed of your test results.
- To minimise the spread in your home, keep your distance from people where possible.
- Wash your hands regularly with soap and water for 20 seconds.
- Ensure that you ventilate rooms (for example by leaving a window or door slightly open).

### **Hazard:**

The main hazard is the contracting and/ or transmission of Covid-19 virus. This can result from encountering an infected person (who may not show any symptoms) or touching a surface that has been contaminated with the Covid -19 virus and then touching your eyes, nose, or mouth.

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Symptoms of Covid -19 can range from no visible signs, mild illness through serious illness to ultimately death.

In the general population death only takes place in a small number of cases. However, where vulnerable people congregate the number of deaths could be proportionately higher, due to underlying health conditions, ethnicity, and individual susceptibility.

Transmission could be from staff and or contractors to clients and vice versa. As well as transmission between staff, between contractors and between clients.

- Most surfaces can become contaminated, the most common for CMSS include:
- Desks and chairs
- Shared equipment, for example hoist, computers, physiotherapy equipment etc.
- Contaminated vehicles
- Door handles, light switches, kettles, cups, glasses, crockery, etc.
- Toilet facilities

### **Existing Control Measures [What we already do].**

Please note: the risk assessments outlined in the "CMSS Skills Development Centre Task Listing" continue to apply. This document provides additional controls to follow in respect of Covid-19 virus and operating CMSS during a pandemic.

### **Travelling to CMSS during a pandemic.**

- Some clients will be dropped off at CMSS and collected from CMSS by their carers.
- CMSS vehicles will be cleaned, serviced and ventilated prior to being brought back into service.
- Individual drivers will be allocated a specific vehicle and will be required to sanitise surfaces that could have been touched and contaminated with Covid-19 after each journey and every evening.
- Staff will be responsible for ensuring the vehicle is cleaned before transporting clients to the centre and after use. When parked vehicles will be ventilated for a few minutes by opening windows and doors, when safe to do so.
- Drivers will keep windows open, when possible, to ensure a good supply of fresh air as the vehicle is driven.
- Drivers will obtain a daily self-declaration (either from clients or carers where the client does not have capacity) that neither the client or anyone they have come in contact with, or anyone they share their home with has symptoms of Covid-19 and that the client is Covid-19 free and has not been told to isolate by Track and Trace, and that the client, where they are able to undertake a lateral flow test (LFT) has had a recent negative result.

- Staff travel to CMSS using their own personal vehicles. Car sharing is allowed if all staff members sharing transport have had both vaccinations (inoculations), wear face masks, the windows are opened for good ventilation, and have had a negative Polymerase Chain Reaction Test (PCR) and Lateral Flow Test (LFT) test in the timescales stipulated by CMSS.
- Staff members who use public transport or private hire vehicles to commute will be encouraged to stagger journey times to avoid peak times on the public transport network.

### **Unlocking and locking CMSS.**

- Key holders each have their own set of keys. Keyholder to wipe down surfaces, intruder alarm and door furniture touched when opening and closing the centre, with antiviral wipes. Once inside CMSS, the key holder must wash their hands for 20 seconds with soap and hot water and use hand sanitiser.

### **The overriding principles of infection prevention and control (IPC) measures:**

- Everyone (staff, clients, visitors, and contractors) is required to follow current Government guidelines on how to avoid contracting and transmitting Covid-19 which include:
- Everyone must wash their hands thoroughly for 20 seconds with soap and hot water after entering CMSS and throughout the day if they sneeze or cough and prior to eating and drinking. Hand sanitiser must also be used.
- People must go home if they feel unwell at CMSS and advise Naheed Judge or Shervee Ekanayakee of their symptoms and the areas of the building and people they have been in close contact with. Whilst waiting to go home they will be moved to a well-ventilated office and any staff with them will wear a face covering and visor and try to remain at 2 metres from the person. Clients and staff who have been in close contact will be advised to get tested and should remain at home until the test results are available. Advice will be taken from the Public Health England health protection team and the Local Health Authority in respect of the centre remaining open and any wider testing required.
- Social distancing must be strictly followed where reasonably practicable to do so, that is, always remain at least 2 metres away from other people, or 1 meter plus if a face covering is worn.
- Clients who use CMSS transport will have their temperature taken by the driver before being allowed on the vehicle and if the temperature is high, they will not be allowed to travel.
- All staff and most clients (and most personal carers) will have had two vaccinations (inoculations) by the time CMSS reopens on 16<sup>th</sup> August 2021.
- All staff and personal assistants will have a weekly PCR test and twice weekly LFT's (3 to 4 days apart).

- Clients that are able to test, will be asked to have two LFT's (at home) each week (3 to 4 days apart).
- Clients who only visit one day a week will be asked to have one LFT (at home) on the day they visit.
- If someone tests positive, they should self-isolate immediately and not attend CMSS.
- Testing will not be mandatory for clients, and they will not be prevented from attending if they are unable to do so. Every effort should be made to test as the testing regime is a control measure that helps to protect everyone and ensure that CMSS can continue to remain open.

## **Ventilation**

- Some activities can be undertaken in the grounds of CMSS and where possible this will take place in preference to indoor activities.
- Ventilation of all parts of CMSS will be primarily by natural ventilation. This will involve ensuring that windows (especially at high level, to minimise draughts) and doors will be opened to allow a good flow of fresh air throughout CMSS. Meetings must not take place in rooms without natural ventilation.
- Care must be taken to ensure that measures in place to provide passive fire precautions are not compromised by Covid-19 control measures.

## **Travelling to and on arrival at CMSS**

- If anyone (staff, clients, visitors, or contractors) is showing any symptoms of Covid-19 they must make this known and not enter CMSS. Staff must inform their line manager and clients must inform their carer. CMSS staff members to take advice from the NHS website.
- Clients must complete a daily self-declaration (and provide this to the driver before they enter a CMSS vehicle):
  - That neither they, or anyone they have come in contact with, or anyone they share their home with has symptoms of Covid-19 and that they do not have Covid-19.
  - That they have recently taken a LFT and that the result was negative.
  - Forms will be stored in a plastic wallet to minimise the handling by CMSS staff.
- Clients who have been transported by their carers will have their temperatures taken prior to entering the building. If the temperature is high, they must not enter the building and must immediately return home.
- Everyone must wash their hands thoroughly for 20 seconds with soap and hot water after entering the building, throughout the day, if they sneeze or cough and prior to eating and drinking. Hand sanitiser must also be used.

## **Moving about at CMSS**

- PPE provided in reception area, staff member to be responsible for using this.
- CMSS will be returning on 16<sup>th</sup> August 2021, initially as a phased return for a limited number of clients and then all clients will return. All areas of the CMSS building will be accessible to use for allocated duties.
- A one-wayflow through the building has been implemented (which may be ignored in the event of an emergency evacuation).
- Laminated Posters are displayed around the centre reminding staff of social distancing, practising hand hygiene, avoidance of face touching, coughing into tissues and disposal or coughing into crook of arm.
- Staff follow arrows on the floor to their nominated location.
- Staff will wear masks and maintain a 1 metre plus distance where possible. Staff will be required to wear additional PPE such as gloves, face visor, aprons etc when providing personal care or having close contact.
- All work equipment (chairs, tables etc) and items touched (door handles, telephones, switches, pull cords, catering equipment) is cleaned before and after use by staff.
- Staff are aware to clean the toilet seat and all surrounding areas after use, sanitisingwipes provided.
- Contracted cleaner deep cleans all areas after the centre is closed, as outlined in contract cleaners risk assessment and method statement.

## **Activities undertaken**

- Please see risk assessment documents that assess the health and safety risks associated with tasks.

## **Eating and drinking**

- Everyone must wash their hands thoroughly for 20 seconds with soap and hot water prior to eating and drinking. Hand sanitiser must also be used.
- Disposable cups and plates will be provided by CMSS, clients and staff will provide their own lunch and CMSS will provide hot and cold drinks (squash and water).
- Waste will be disposed of in sealed plastic bags.

**Provision of personal care, medication, first aid provision and emergency arrangements**

- The provision of personal care, medication, first aid provision, medical emergencies, and emergency arrangements (fire evacuation) are all situations where a 1 meter plus, distance cannot be achieved. Staff will be required to wear additional PPE such as gloves, aprons etc as appropriate and as previously trained in these situations.
- For most emergency situations it is unlikely that the member of staff will be in close contact for more than a few minutes.
- First aid procedures that are likely to generate an aerosol, such as chest compressions during CPR may not be possible to administer as normal during the pandemic. A loose covering over the persons face may be needed to minimise any aerosol from chest compressions.

<b>Are current control measures adequate?</b>	<b>Yes</b>
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<b>Do records and/ or local knowledge indicate a problem with this task? Give details of any historical problem.</b>	<b>No</b>
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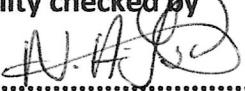
The pre-existing medical conditions of some clients could result in them being affected by a Covid-19 virus infection. However, all clients and staff have had two vaccinations (inoculations) and an ongoing and comprehensive regime of testing is to be followed. Such controls (according to HM Government advice) are likely to mitigate to a large extent situations that could result in serious or indeed fatal consequences.

However as previously stated in this document, CMSS cannot guarantee a Covid-19 virus free workplace, due to the known and likely behaviors of some of the client group and the fact that some clients will be unable to test. Consequently, clients and their carers should consider the context in which CMSS will operate when deciding to return to CMSS.

If clients or carers remain concerned as to whether return is safe after considering the findings of this risk assessment, they should take advice from their GP.

To be recorded by management

<b>Estimate of current level of Risk</b>
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Hazard: Reasonably foreseeable worst-case injury.	Low 1	Med 2	High 3			
Likelihood of an incident occurring <i>to be recorded by management</i>	Low 1	Med 2	High 3			
<b>Risk Rating</b> Hazard x Likelihood = Risk <i>To be recorded by management</i>	L1	L2	<b>M3</b>	M4	H6	H9
<b>Are additional specific assessments are required for:</b>	<input type="checkbox"/> <b>Young Workers</b> <input type="checkbox"/> <b>Pregnant Workers</b> <input type="checkbox"/> <b>Workers with impaired hearing</b> <input type="checkbox"/> <b>Disabled workers</b>					
<i>To be recorded by management.</i>						
<b>Review date:</b> <i>(Initial and date when checked)</i>	<b>Date: Quality checked by</b> Signature..... Print..... Date.....  Naheed Judge 5th October 2021					

#### Issue Status

CMSS 902 V1 Attending CMSS during a Pandemic September 2020 - Cancelled.
CMSS 902 V2 Attending CMSS during a Pandemic June 2021 - Cancelled.
CMSS 902 V3 Attending CMSS during a Pandemic July 2021- Cancelled.
CMSS 902 V4 Attending CMSS during a Pandemic October 2021- This document.