

## Covid Risk Assessment Management – Temporary Workers

### Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
2	24/11/2022	William King (Registered Manager)	Active	Policy for Temporary Clinical Workers

### Purpose

To provide advice and guidance for all agency workers of Clinical24 Staffing Limited so that they may be alert to the causes of Covid-19 and understand how the risks to their health, and their patient or resident's health may be reduced.

### Statement

Coronaviruses are a type of virus. There are many different types, some causing disease. A coronavirus identified in 2019, SARS-COV-2, caused a respiratory illness, called Covid-19. Covid-19 can be severe and has caused millions of deaths around the world as well as lasting health problems in some who have survived the illness.

### Symptoms of Covid 19

The most common Symptoms of Covid 19 are:

- A new continuous cough
- A fever or high temperature (37.8C or greater). You may feel warm, cold, or shivery.
- You may suffer from a loss of taste or smell.
- Gastrointestinal upset, (some strains of the virus).
- Headache
- Some people will have more severe symptoms including Pneumonia or respiratory distress which may require admission to hospital
- You can also be asymptomatic, (appear to have no symptoms).

### How does it spread

Covid 19 spreads by droplets from a person coughing or sneezing, or a person coming into contact with a surface that droplets have landed on. If this surface has not been cleaned Covid can live on the surface for 72 hrs

### Infection Prevention & Control

- Correct wearing of PPE, and following the correct donning and doffing procedures.

- Practising and ensuring good hand hygiene, washing hands before and after assisting patients/residents. And between assistance if providing personal care, then assisting with meals.
- Good coughing and sneezing practice, coughing and sneezing into arm, or if into hand immediately wash hands. REMEMBER if using disposable tissues, place in bin after 1 use.
- If dealing with a covid19 positive patient ensure you are wearing a medical standard face mask. CLOTH MASKS DO NOT PROVIDE THE PROTECTION REQUIRED.
- Do not share personal items i.e. Mobile phones that are in close proximity to the mouth and nose.
- Wash your hands with soap and water or hand sanitiser before eating and drinking , after coughing, sneezing, or going to the toilet.
- Avoid touching your mouth, nose and eyes without decontaminating your hands first and then after touching.

**Our rules on controlling the risks of infectious diseases must always be followed.** However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as Coronavirus (COVID 19). The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our agency workers and clients they care for. To outline arrangements we have in place for them, and any others affected by our work activities, (for example our patients or residents) that will reduce the risk of ill health arising from exposure to Covid 19. We will take into account recognised principles of good practice and comply with all relevant legislation, including the:

- Health and Safety at work act 1974
- Scottish National Infection & Protection Manual
- Infection Prevention and Control Standards 05/2022
- All guidance produced from Health Protection Scotland

Note: environmental legislation is also applicable to clinical waste.

## GDPR

**In all instances, Clinical24 Staffing Limited will observe the strict requirements of the General Data Protection Regulations (GDPR) so as to ensure the safety and integrity of information which is considered to be sensitive and entirely confidential.**

## Procedure and Guidance

In order to restrict and reduce the risk of infection in the workplace, Clinical24 Staffing Limited will:

- have systems in place that assess the risk of and prevent, detect and control the risk of infection.
- designate a lead for infection prevention and control. This will usually be the Registered Manager.
- ensure sufficient resources are available to secure effective prevention and control of infection.
- ensure agency workers and other persons who directly or indirectly provide services to patients or residents are provided with suitable information, instruction, training and supervision in the precautions to follow.
- assign to a senior member of staff the responsibility for investigating and recording accidents, incidents and near misses relating to infection control, and to ensure that reports are made as required.
- ensure that audits are carried out to ensure policies and procedures are being implemented.
- ensure that a suitable and sufficient risk assessment is carried out with respect to prevention and control of infection.
- ensure that an appropriate standard of cleanliness and hygiene is maintained throughout Clinical24 Staffing Limited's premises and that the premises are maintained in good physical repair and condition.

- ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment used by staff and patients or residents.
- ensure there is suitable and sufficient hand washing facilities and antimicrobial hand rubs available where appropriate.
- where appropriate, ensure suitable information on infections is provided to visitors, including the importance of mask wearing and hand washing by visitors during serious pandemics, as well as facilitating meetings/visits remotely where possible.
- ensure information regarding infection is shared, with appropriate individuals.
- ensure individuals who develop an infection are identified promptly and organise/make arrangements in order that they receive the appropriate treatment and care.
- inform the local health protection unit of any **serious** outbreaks or incidents relating to infection.
- provide regular suitable training, including induction training to all staff on the prevention and control of infection.
- keep a record of all training and updates to staff.
- ensure prevention and control of infection responsibilities are outlined in job descriptions.

In the most serious instances, such as a pandemic Clinical24 Staffing Limited will apply the following infection outbreak procedure to control the risk of infectious diseases in the workplace:

- Appoint a pandemic coordinator to keep on top of official advice from the Government, Care Inspectorate, Public Health Scotland, etc.
- strongly recommend that agency workers follow any Government guidance published on self-isolation/quarantine, including Clinical24 Staffing Limited's response and what it is doing to protect people's health and reduce the risk of the infection spreading.
- stagger start and finish times so that fewer people are together at once, where this is feasible.
- cancel non-essential training sessions.
- deal with patients or residents/customers by phone and email.
- ensure that if face to face meetings must take place, that facilities are suitable to minimise the spread of infection e.g., allowing a distance of more than one metre between participants.
- consider whether certain agency workers may work from home.
- inform agency workers of the arrangements for obtaining vaccines or other necessary treatments to protect against, or treat the effects of, exposure to biological agents, if the risk assessment shows there to be a risk of exposure. If such treatments are necessary, the costs will be met by Clinical24 Staffing Limited.
- continue to communicate as the situation changes.
- listen to the concerns of staff regarding catching the infection, and to respond appropriately in all cases, providing reassurances where possible, and details of all preventative measures available.
- ensure staff and supervisors are aware of relevant policies regarding sickness reporting, payment of SSP, etc
- maintain a high vigilance on staff morale and stress levels, providing advice, guidance and support where appropriate and available.
- have regard to working hours, including ensuring that unless opt-out arrangements are in place, staff comply with the Working Time Regulations around appropriate length of daily and weekly working hours and rest breaks.
- encourage staff to report symptoms of infectious diseases.
- ensure staff who have infectious disease symptoms do not come to work and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped.
- where required, ensure notifiable outbreaks are reported to the relevant authority e.g. Care inspectorate, Public Health Scotland.
- co-operate with any investigation by a relevant authority and comply with any investigation findings.
- prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and wash basins.
- ensure staff pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required.

- provide and use antibacterial hand wash in all hand washing areas.
- inform visitors of the outbreak and discourage unnecessary visits.

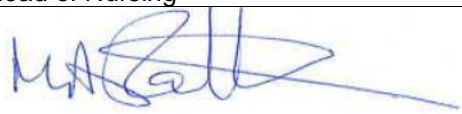
### **Suspected Infection**

If any member of staff feels unwell, and suspects that they may have become infected, then they must report the matter immediately to the Registered Manager who will determine, in conjunction with the employee whether they may continue to work as per normal, or, as in most cases, must cease work immediately, arrange a PCR/Lateral Flow test and/or self-isolate. Any return to work will be in accordance with general Government guidelines and medical advice.

All agency workers will be advised of the situation regarding any service user who is suspected as having become infected, or has tested positive, and appropriate instructions, training and PPE will be provided in order that the risks of cross-infection are minimised. In certain cases, care workers may alert the Registered Manger to situations where patients in the community or residents may need to be admitted to hospital, in which case medical advice may be sought immediately.

This policy will be reviewed at least annually, or more frequently if significant changes occur.

### **Next Review**

Reviewed by:	Miriam Palk presented to UK Clinical & Corporate Governance and Risk Management Committee for renewed approval
Title:	Head of Nursing
Signed:	
Last Review Date:	24.11.2022
Actions:	QR Code and Update link on Website/Handbook Link to Infection Prevention and Control Policy

Date Approved by UK Clinical & Corporate Governance and Risk Management Committee:

Next Review Date: November 2023

## Appendix 1 COVID-19 Vaccinations Policy

### Policy

A vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects our workforce and the related rights of our agency workers.

### Vaccine Status

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made having the vaccine mandatory for the general population.

### Our Duties

As an employer, we have a duty to ensure the safety of our agency workers. In addition, the Health and Safety at Work Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers.

Clinical24 Staffing Limited will make every effort to encourage staff to fully vaccinate and obtain any booster jabs in order to comply with legal requirements and to promote the highest levels of infection control.

Staff who are vaccinated will be required to provide evidence of their vaccination status, and this will be stored on their compliance file.

Staff who can demonstrate medical exemption or personal choice from vaccination will be permitted to work without the vaccine, but management will review practical measures which can be taken to mitigate exposure to potential infection from COVID-19.

### Having the Vaccine

Current Government strategy for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. This includes booster jabs. Agency workers will receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

Agency workers should notify their line manager and Registered Manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Agency workers must provide written evidence of the appointment date and time to their manager.

Agency workers should attempt to secure a vaccine appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. If it is necessary to take time off work for vaccination appointments, time taken off work to attend the appointment/s will be paid. This is an exceptional circumstance due to the pandemic, as time off for vaccination appointments for other purposes are normally treated as unpaid leave.

## Appendix 2

### Pandemic Recovery & Contingency Plan

#### Introduction

In addition to Clinical24 Staffing Limited's continuity recovery planning policy, Clinical24 Staffing Limited recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme. Should the UK face a coronavirus pandemic, the effects of the pandemic could last months.

The following procedure sets out the contingency measures that Clinical24 Staffing Limited will bring into effect in the event of a coronavirus pandemic.

The procedure aims to ensure that Clinical24 Staffing Limited will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its agency workers.

#### Procedure

Management is responsible for ensuring that agency workers understand Clinical24 Staffing Limited's pandemic recovery plan policy and procedure. Agency workers are responsible for familiarising themselves with the procedure and should speak to their departmental manager should they have any questions.

Clinical24 Staffing Limited will identify a Coronavirus Pandemic Crisis Management Team. The team will consist of employee representatives from throughout Clinical24 Staffing Limited and will include members of both senior and middle management.

Members of the Coronavirus Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions, in the absence of senior and operational managers.

As a contingency measure, agency workers will be cross-trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that agency workers are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to agency workers via Clinical24 Staffing Limited's Intranet, e-mail and, where possible, through team meetings. As well as other important information, agency workers will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Agency workers will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

Clinical24 Staffing Limited's leave and absence policies will be continuously developed as the status of the pandemic changes. The leave policies that will be developed include Clinical24 Staffing Limited's sick leave policy and bereavement policy.

Agency workers may be required to observe social distancing work rules to prevent the spread of coronavirus and will be informed of this through Clinical24 Staffing Limited's Coronavirus Pandemic Crisis Management team at the time. Examples of social distancing work rules include:

- correctly utilising full Personal Protective Equipment including disposable face masks, gloves and aprons to act as a physical barrier to contact with others
- reducing direct physical contact with services users, their garments or surfaces in their homes to the minimum, except where contact is strictly necessary for personal care
- avoiding unnecessary travel
- reducing car-sharing by staff working in pairs where possible

- cancellation of face-to-face meetings
- working from home for office/administration staff

The above policy and procedure will be continuously reviewed and updated to take account of the changing status of a pandemic.

### **Appendix 3 Risk Assessment Tool**

Clinical24 Staffing Limited recommends use of covid risk assessment resources to minimise the risk of exposure to infection and make a proportionate assessment of which members of staff are most at risk should they acquire a COVID-19 infection. While the tools have been designed for staff, they are equally useful in terms of identifying risk factors affecting patients or residents, visitors and others who Clinical24 Staffing Limited's staff come into contact with. Compliance Department send this out to candidates when they register with Clinical 24, and then annually as an update. This can be sent sooner if the candidate has been exposed to covid, or prior to returning after a positive result.

#### **Risk Stratification Tool**

##### **Pregnancy**

There is currently insufficient data to make any meaningful assessment about the risk of COVID-19 to either the mother or the unborn child. Early reports from the UK and the USA suggest there is no risk to either, however these are based on small numbers. 2, 3 Given the unknown risk to both parties, although pregnancy is not considered as a risk factor in its own right, we would recommend all people who are pregnant be regarded as high risk and offered the option to shield.



## Appendix 4

### COVID-19 Guidance for Clinical 24 Scotland

You must follow the local policy in the organisation you are working in. Infection control measures and the responses need to Covid 19 are subject to frequent change so you must access the most up to date advice from the Public Health (Scotland) website. The link that follows will ensure you have real time information on best practice, PPE, vaccination, isolation and other recommendations  
<https://publichealthscotland.scot/>

Testing for COVID-19 in Scotland for asymptomatic Health and Social Care workers ceased on 28<sup>th</sup> of September 2022 in keeping with the Scottish Governments guidance.  
<https://www.gov.scot/news/pausing-asymptomatic-covid-19-testing>

Importantly, advice to test remains in place:

- for health and care workers who develop symptoms. These groups should remain vigilant for symptoms and if they develop symptoms, they should test immediately using a lateral flow test;

If you have symptoms associated with Covid 19 then you must undertake a later flow test and isolate until you receive a negative result or complete the required isolation. Scottish government guidance is:

Ongoing symptomatic testing for staff working in patient-facing roles providing close personal care and support

There is no change to the guidance for staff working in patient facing roles who are symptomatic; if staff have respiratory symptoms then they should undertake a LFD test, and if positive, isolate for a minimum of 5 days. After 5 days, staff working with patients and service users in face-to-face settings can return to work when they have had 2 consecutive negative LFD test results (taken at least 24 hours apart).

If both LFD test results are negative, they may return to work immediately after the second negative LFD test result, provided they meet the criteria below:

- they feel well enough to work, and do not have a high temperature
- a risk assessment is completed and consideration is given to redeployment (if they work with individuals whose immune system means that they are at higher risk of serious illness despite vaccination), until 10 days after their symptoms started (or the day their first positive test was taken if they did not have symptoms)
- they continue to comply with current infection control precautions
- if the day 5 LFD test is positive, they should continue to test daily until they have received two negative LFD test results, taken 24 hrs apart. If the staff member's LFD test result is positive on the 10th day, they should discuss this with their line manager who may undertake a risk assessment to facilitate a return to work

Those not working in such patient facing roles do not require testing before going back to work, as long as they feel well and do not have a high temperature.