

COVID-19 SAFETY PROTOCOL September 17, 2020

THE CLUBHOUSE PROJECT DAY SERVICE LTD ACTION TO TAKE IN THE EVENT OF COVID-19

Part 1: **WHAT TO DO IF YOUR SON OR DAUGHTER OR A MEMBER OF YOUR FAMILY IS UNWELL**

The following information explains what to do if your son or daughter or another member of your family displays symptoms of the coronavirus.

1.1 Sickness

Our usual sickness and absence reporting systems are still in operation. Therefore if your son or daughter is unwell, you must report this to the TCP as soon as symptoms develop. Please phone or text on – 07983 386086, by e-mailing lisa@theclubhouseproject.org or calling the office number on 01932 988708. Please do not leave a message stating 'unwell' as we need to have details of their symptoms.

1.2 What is coronavirus?

Coronaviruses (COVID-19) are a large family of viruses that cause illness ranging from the common cold to more severe respiratory diseases.

1.2 What are the symptoms?

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Most people with coronavirus have at least 1 of these symptoms.

1.3 What you should do if your son or daughter has 1 or more of these symptoms

If your son or daughter has any of the main symptoms of coronavirus you must **contact TCP immediately and report the absence.**

1.4 Information on self isolation

- Your son or daughter must self-isolate for at least **10 days** from when their symptoms started. **You should arrange to have them tested to see if they have the virus.** See information about testing below.
- If your son or daughter is *not* experiencing symptoms but *has* tested positive for the virus, they must self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, restart their 10-day isolation from the day they developed symptoms.
- After 10 days, if they still have a temperature they should continue to self-isolate and seek medical advice.
- They do not need to self-isolate after 10 days if they only have a loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

1.5 Other members of the household

- All other members of the household who are living with someone who is symptomatic need to stay at home and not leave the house for **14 days or until a test result is returned**, read on to understand how to respond with a positive result or a negative result. Members of the household includes all siblings, regardless of age, as well as parents/carers.
- If the symptomatic person has a **positive test result** but no one else in the household displays symptoms, all household members must still isolate for the 14 day period.
- The 14-day period starts from the day when the first person in the household became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.
- Please note, even after the symptomatic person has recovered and completed their 10 day isolation, all other members of the household must continue to complete their 14 days of isolation.
- Updated guidance (NHS 10th September 2020) states that *only* those who are displaying symptoms should be tested. There is no need for their households to have a test unless they are also symptomatic. However, they must self-isolate for 14 days.
- Anyone with symptoms must try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.
- Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.
- If the member of the household who was displaying symptoms has a **negative test result** and no one else in the household is displaying symptoms, there is no further need to self-isolate.

1.6 Any other sickness

- If your son or daughter feels unwell, for example with a sore throat, stomach upset or a headache. They don't need to book a coronavirus test but will need to stay off and seek medical advice through their GP as usual and only return to TCP once they feel better.

Part 2: HOW TO GET A CORONA VIRUS TEST

Tests can be booked online

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

2.1 Getting your test result

You must stay at home until you get your test result. You will receive a text or email when your result is ready.

This can take between 48 – 72 hours. There are 3 types of result you can get:

- negative
- positive
- unclear, void, borderline or inconclusive

Negative test result

You do not need to self-isolate if your test is negative, as long as:

- everyone you live with who has symptoms tests negative
- you were not told to self-isolate for 14 days by NHS Test and Trace
- you feel well – if you feel unwell, stay at home until you're feeling better. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

Positive test result

If your test is positive, you must self-isolate. Anyone you live with must self-isolate for 14 days from when you start self-isolating.

- If you had a test because you had symptoms, keep self-isolating for at least 10 days from when your symptoms started.
- If you have a positive result, but have not had symptoms, self-isolate for 10 days from when you had the test.

Unclear, void or borderline or inconclusive test result

An unclear, void, borderline or inconclusive result means it's not possible to say if you had coronavirus when the test was done. You will need to be re-tested.

There is separate advice if you're contacted by NHS Test and Trace because you've been in contact with a person who has coronavirus.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

2.2 Awaiting test result where the whole household is self isolating

If only one member of your household is displaying symptoms and therefore has been tested and all other members are self isolating, a negative test result must be returned before the son or daughter can return to TCP.

2.3 Test and Trace

You will receive an email, text or call from the NHS Test and Trace service if you test positive after having symptoms. You'll be asked where you've been recently and who you've been in close contact with.

2.4 Sharing test results with TCP

We may ask your permission to see your test result. This can be emailed to lisa@theclubhouseproject.org. No test results will be saved or printed.

Part 3: TCP'S RESPONSE

3.1 How TCP will respond if a son or daughter becomes unwell whilst at the project.

Your son or daughter will be moved to our designated Isolation Room and will be accompanied by a member of staff and guidance followed. You will be contact to collect your child (they will not be able to go home in a taxi). Please ensure that they are collected within one hour of you receiving notification

3.2 If someone from your son or daughter's 'bubble' group is sent home with symptoms

We will inform all parents/carers that someone has been sent home unwell. We will also inform families who have previously needed to shield and considered vulnerable. **The 'bubble' group does not need to close at this stage.**

3.3 If there is a positive case of coronavirus in my son or daughter's 'bubble' group.

In such an instance we will follow the advice from Public Health South East and the NHS Trace and Track Team. All staff and clients from this 'bubble' group will be told to isolate.

They will need to isolate for 14 days. If they begin to show symptoms they will also need to be tested.

3.4 If there is a positive case of coronavirus at TCP, but not my son or daughter's 'bubble' group

Only the clients in the 'bubble group' where there has been a positive result need to self isolate and the rest of TCP will remain open.

3.5 If there are 2 or more positive cases at TCP

If there are positive cases in separate 'bubble' groups, all clients and staff will be sent home and will need to isolate, including the rest of their household in line with government guidance.

The NHS Test and Trace Team will undertake an assessment and TCP will carry out a 'deep' clean and will be guided by Public Health England with regards to re-opening and time scales.

3.6 Risk Assessments

TCP has completed a full and detailed risk assessment which is in line with guidance from Public Health England. This risk assessment is reviewed at least fortnightly and shared with all staff members.

Part 4: HOW TCP WILL HELP

4.1 Let's look after each other!

If your household is isolating and you need help with buying groceries, other shopping or picking up medication, or walking a dog, and you are not sure where to get help, please do get in contact with us. We are a small but strong community and hopefully we will be able to help you in a number of ways.

4.2 Look after your wellbeing whilst at home

Staying at home for a prolonged period can be difficult, frustrating and lonely for some people and that you or other household members may feel low. It can be particularly challenging if you don't have much space or access to a garden and if you have your own work to do as well as looking after your son or daughter

Many people find it helpful to remind themselves why what they are doing is so important. Hopefully, none of your family will experience anything more than mild symptoms, but some people are badly affected by COVID-19. By staying home, you are helping to protect your friends and family, and other people in your community, as well as making sure the NHS does not get overwhelmed.

There are things that you can do to help make self-isolation easier. These include:

- planning ahead and thinking about what you will need in order to be able to stay at home for the full duration of isolation
- talking to your friends and family to ask for their help to access the things you will need while staying at home
- keeping in touch with TCP, we are your extended family and will do all we can to support your son or daughter and your family.
- thinking about and planning how you can get access to food and other supplies, such as medications, that you will need during this period

- asking friends or family to drop off anything you need or ordering supplies online, but make sure these are left outside your home for you to collect
- ensuring that you keep in touch with friends and family over the phone or through social media
- thinking about things you can do during your time at home. People who have successfully completed a period of staying at home have kept themselves busy with activities such as cooking, reading, online learning and watching films
- planning out the full days of your self-isolation on a calendar, which many people find helpful. We can send you visual aids that will help your son or daughter understand why they can't attend TCP.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/get-coronavirus>

Please feel free to get in contact at lisa@theclubhouseproject.org if you have any questions.

Regards
Lisa Littlewood