



COVID-19 SAFETY PROTOCOL

January 2022

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 are unwell, you must report this to 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
- a scratchy throat
- lower back pain
- runny nose/congestion
- headache
- fatigue
- sneezing
- night sweats
- body aches

These symptoms can appear as early as two days post exposure to someone with the Omicron variant.

However, symptoms can take longer to appear - even up to 14 days after exposure. This is why if you've been exposed to the virus, you should continue to test regularly (daily) or self-isolate for 14 days.

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 first started and test until they receive a negative LFD/PCR test. If your son or daughter is not experiencing symptoms but has tested positive for the virus, they must self-isolate until their test states a negative reading.

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 continue to test daily for at least 10 days.
- If the symptomatic person has a **positive test result** but no one else in the household displays symptoms, all household members must still isolate until the positive person tests negative.
- 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.
- 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.

Part 2: COVID TESTING

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 7 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 test daily and not attend The Clubhouse Project Day Service until any positive test results are negative.

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 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 contacted 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 group/room 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.

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

In such an instance we will inform all families by text message. Every individual will be asked to take daily LFD test for the next 10 days. The Clubhouse Project Day Service will follow the advice from Public Health South East and the NHS Trace and Track Team.

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

Only the clients in the room where the positive case has been identified will be notified.

3.5 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 regularly 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 your son or daughter are unable to attend the project, we will ensure an alternative service is provided over zoom. Details of these activities can be found on our website. Please email keep@theclubhouseproject.org or lisa.austridge@theclubhouseproject.org and they will ensure that the zoom links will be sent out to you on a daily basis.

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.

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.
- 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
- 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.

Lisa Littlewood

Last updated February 8, 2022