



THE CLUBHOUSE PROJECT DAY SERVICE LTD COVID-19 OPERATING PRACTICES

MANAGEMENT	Daily	Weekly	As Needed	PROCESS OWNER	COLLABORATORS
<p>1. Health & Safety Attendance Guidelines</p> <p>a. Questionnaires upon entry/exit b. Self-check procedures c. Oversight and management of symptomatic employees</p>	✓			Project Manager / Senior Life Skills gathers initial data on employee illness; tests given and results; tracing activity. Project Manager follows up with affected employees and families	Project Manager and Senior Life Skills Support Worker internal communications and provide updates to all employees.
<p>2. Response plan in the event of confirmed COVID-19 case(s)</p> <p>a. Infection control and management b. Reporting to Public Health authorities c. Quarantining and tracing procedures d. On-site medical support e. Arrival/Exit staggering</p>			✓	Project Manager, Senior Support Worker.	All employees

<p>2. Ensure compliance: Implement infection control training, employee protocols and checklists, documentation, reporting</p> <p>a. Hand Washing b. Hand Sanitiser Stations: how, when and where c. Clothing: entering, during and leaving Work d. Daily reports, acknowledgement forms, investigation reports</p>	✓			Project Manager, Senior Support Worker.	All employees
<p>4. Sourcing, distribution and rules / procedures for use of Personal Protective Equipment (PPE)</p>		✓		Kathy Prior, Project Manager and Senior Support Worker	Internal communications
<p>5. PPE Supply: Masks, Gloves, Shields</p> <p>a. Condition & Fit b. Care & Cleaning c. Facial Hair & Mask</p>	✓			Project Manager, Senior Support Worker	All employees
<p>6. Enforce Social Distancing Measures</p> <p>a. In Work Areas b. During Lunch and Breaks c. Signing In and Signing Out</p>	✓			Project Manager, Senior Support Worker	All employees
<p>7. Cleaning and Disinfecting Protocol</p> <p>a. Rubbish Handling and Removal b. Door Handles & Knobs c. Copiers d. Desk/work areas, computer keyboards, screens e. Telephones</p>	✓			Project Manager, Senior Support Worker	All employees

f. Kitchen & Patio Area					
8. Handling Deliveries a. Brewery Lorry b. Small packages and mail	✓			Project Manager, Senior Support Worker	
9. Signage a. For contractors and deliverymen b. For employees/clients (e.g. spacing marks, posters)	✓			Project Manager, Senior Support Worker	All employees
11. Emergency Phone Numbers a. Family Members	✓			Project Manager, Senior Support Worker	All employees

MANAGEMENT	Dail y	Weekl y	As Needed	PROCESS OWNER	COLLABORATORS
12. Management Team Communications with a. Employees b. Parents/Carers c. Community representatives / public health officials d. Activity Coordinators			✓	Project Manager	Senior Support Worker All employees

NAME: LISA LITTLEWOOD

DATE: 24/08/2020