

## Introduction

The COVID-19 Response Plan details the policies and practices necessary for **The Clubhouse Project Day Service Ltd** to meet the Government's Guidelines and to prevent the spread of COVID-19 in the workplace.

The plan will give an overview of key areas that **The Clubhouse Project Day Service Ltd** must assess to ensure compliance with the protocol and to minimise the risk to clients and staff.

The plan needs strong commitment from all staff members and should be developed and put in place in consultation with staff. Induction with staff, clear direction and information for staff, clients and parents is key in ensuring the success of this COVID-19 Response Plan.

**Note: The plan is a live working document and will be reviewed on an ongoing basis and amended to take in to account new guidance.**



## How to use this plan

This COVID-19 Response Plan will detail how **The Clubhouse Project Day Service Ltd** will put in place control measures to reduce the risk of spread of COVID-19. The following sections will cover key information and guidance, which will be backed up by the checklists below.

**They are as follows:**

# COVID-19 Response Policy

A COVID-19 Policy, which will outline management commitment to implementing the plan and checklists.

Checklist No. 1 - Planning and Preparing

Checklist No. 2 - Control Measures

Checklist No. 3 - COVID-19 Induction

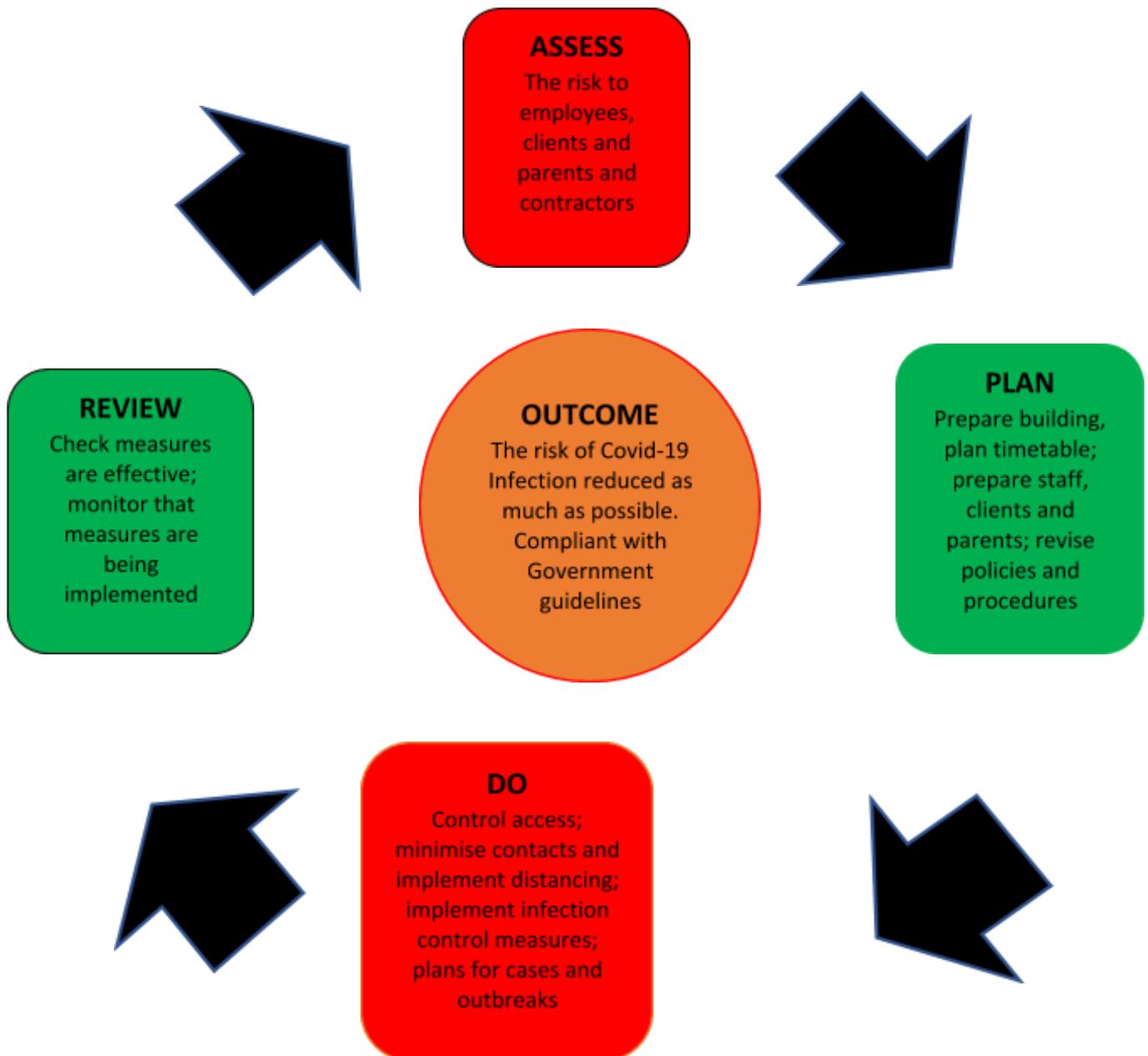
Checklist No. 4 - Dealing with a Suspected Case of COVID-19

Checklist NO. 5 - Cleaning and Disinfecting

Checklist No. 6 - Workers

Checklist No. 7 – Workers Representatives

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Project Manager and brought to the attention of the staff, clients and parents.



## COVID 19 Policy Statement

**THE CLUBHOUSE PROJECT DAY SERVICE LTD** is committed to providing a safe and healthy workplace for all our clients and staff to ensure that we have developed the following COVID-19 Response Plan. The Project Manager, Senior Support Worker and all staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our families and staff on the Public Health advice issued by the Government
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- have all workers undergo an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

**Signed:** Lisa Littlewood- Project Manager      **Date:** 24/09/2020



## Step 2 - Responsible Persons for Performing Tasks

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of worker representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked them to sign to indicate their agreement with carrying out the task.

<b>Responsible Persons Task Register (Non-Exhaustive)</b>			
<b>No.</b>	<b>Tasks (non-exhaustive list)</b>	<b>Responsible Person(s)</b>	<b>Signature</b>
1	Person responsible for overall implementation of the plan	Lisa Littlewood	
2	Identification and training of worker representative	Lisa Littlewood	
3	Planning and Preparing to Return to Work (Checklist No.1)	Lisa Littlewood	
4	Control Measures (Checklist No.2)	Lisa Littlewood / Lisa Baker	
5	COVID-19 Induction (Checklist No.3)	Lisa Littlewood	
6	Dealing with a Suspected Case of COVID-19 (Checklist No.4)	All Staff	
7	Cleaning and Disinfection (Checklist No.5)	All Staff	
8	Employee Information (Checklist No.6)	Lisa Baker	
9	Worker Representative(s) (Checklist No.7)	Lisa Littlewood	
10	Return-to-work forms	Lisa Littlewood	
11	Other:		



## Step 3 - Employer Information

Employer Name:	The Clubhouse Project Day Service Ltd
Workplace Address:	The Old Georgians' Clubhouse, St George's College, Weybridge Road, Addlestone, Surrey KT15 2QS
Project Manager / Senior Support Worker in the Workplace:	Lisa Littlewood – Project Manager Lisa Baker – Senior Support Worker
Worker Representative:	Lisa Baker
Type of Business:	Day Service Provision for Adults with Learning Disabilities
Number of Workers:	6
Worker Representative:	1
Phone:	01932 988708
Email:	<a href="mailto:lisa@theclubhouseproject.org">lisa@theclubhouseproject.org</a>



## Step 4 - Checklists

### a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Workers have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they enter the workplace.

#### Further Information

- Checklist No. 1 - Planning and Preparing
- Return to Work Form



## **b) Control Measures**

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our community

Measures which must be complied with include:

- Hand hygiene / Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Considering at-risk workers
- Visiting Contractors / Others

### **Further Information**

- Checklist No.2 - Control Measures



## **c) COVID-19 Induction / Familiarisation**

Staff need to be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All workers will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of workers:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

Attendance at a COVID-19 induction will be recorded and records kept.

### Further Information

- Checklist No.3 – COVID-19 Induction



### d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

We have assigned a representative and put in place an isolation procedure on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the clients and staff and procedures to be followed to enable them to safely leave the premises.

### Further Information

- Checklist No.4 - Dealing with a Suspected Case of COVID-19



### e) Cleaning and Disinfection in the Workplace

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc, to be cleaned twice daily.

Communal areas will also be cleaned twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Staff will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Staff will be given information and instruction in relation to the new procedures.

### Further Information

- Checklist No.5 – Cleaning and Disinfecting



### f) Workers Responsibilities in the Workplace

Aside from the usual day to day responsibilities that workers must comply with, the introduction of COVID-19 into society brings new challenges that staff need to be aware of so that the Return to Work Safely Protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from the Government. They must also cooperate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

**Further Information**

- Checklist No.6 – Workers



**g) Workers Representatives**

A Workers representative has been assigned to ensure that COVID-19 measures are followed. The Worker representative will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus.

Good communications channels in the workplace are essential. All staff members should engage with the worker representative, to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

**Further Information**

- Checklist No.7 – Workplace Representatives