



# COVID-19 Policy & Risk Assessment

**Management of providing clinic based and community services during Coronavirus covid 19 outbreak**

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## 1. Background

This following guidance applies to the operation of OT4me Ltd, this document clarifies the approach of how the service provision will effectively manage clients (both adults and children) in OT4me Clinic and the community during the Covid-19 pandemic. This document is reviewed monthly.

This document should be used alongside the NHS COVID-19 Prioritisation within Community Health Services guidance covering adults and children's services. Please follow this link for more information;

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

## 2. What is Covid-19?

A detailed overview of the virus including epidemiology, virology, transmission and clinical features is available on the gov.uk website.

Like the common cold, coronavirus (COVID-19) infection usually occurs through close contact with a person with coronavirus via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands. (NHS England, 2020)

Typical symptoms include; fever, shortness of breath and a cough that may progress to severe pneumonia.

#### 2.1 Identification of vulnerable persons:

- People whom have travelled too or from high risk areas
- Those with underlying health conditions
- Over the age of 70years

(NHS England, 2020)

### 3. OT4me Ltd operating procedure

OT4me Ltd is following step 4 of the national coronavirus plan.

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

Following these new guidelines OT4me will be implementing the following:

#### 3.1 Face to face management

A clinical decision will be made to whether a face to face care assessment or intervention is required. If a face to face meeting is deemed necessary due to clients needs, before booking any home or clinic based appointment, clients receive communication informing them of their duty to check the NHS website for coronavirus information. Therapist will confirm members of the household are not presenting with any of Covid-19 symptoms before clinical visit. During visits or clinic appointments therapists will follow Personal Protective Equipment (PPE) guidance and infection control precautions.

Groups sessions will be individually risk assessed on a case by case. A covid risk assessment is sent to group members attending, to ensure all parties are aware of information.

Therapists will not attend home appointments or visit the clinic if they/members of their household are feeling unwell or are presenting with any of the symptoms and will seek medical advice from 111.

Therapists will not visit schools if they are aware of a coronavirus confirm case within the education placement. Therapist will follow PPE and infection control measures if a school visit is deemed clinically necessary.

#### 3.2 Clinic intervention

The clinic setting will have undertaken organisational preparedness, including:

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- Thorough cleaning of equipment before and after each therapy session in line with Public Health England best practice guidelines
- Regular cleaning of touched items, before each treatment session, involving all work surfaces, equipment, door handles, rails, light switches, bathrooms.
- Single use Personal protection equipment
- Hand hygiene implementation
- Uniforms being washed at a 60-degree cycle
- Secure disposal of waste in line with local authority guidelines
- Public Health England guidance notices clearly laminated and displayed

### 3.3 Clinic sessions

Strict adherence to organisation preparedness is essential and any person entering the clinic will be guided to take note of the Health protection notices on display. The following will be implemented:

- All sessions will be no longer than 55 minutes. This is to ensure cleaning can be conducted between client appointments.
- All essential persons only will enter the premises and will sanitise their hands on entering and leaving the building
- Good respiratory hygiene measures will be encouraged at all times, to include available tissues, hand sanitisation/washing and pedal bin disposal
- Therapist will wear appropriate personal protection equipment.
- Social distancing of 2 metres will be facilitated with parents/guardians whenever possible. However, it is acknowledged that this might not be achievable during essential handling of the child. In this case full measures will be taken to increase the frequency of hand washing and surface cleaning and in keeping the activity time as short as possible.
- Ventilation will be utilised via open windows/doors
- Therapist will sanitise hands immediately after removing personal protection equipment

### 3.5 Digital management

To minimise risk of transmission OT4me Ltd, is offering delivery of services remotely where appropriate and based on clinical judgement. The main remote services offered are the following; telephone, video appointments and email. OT4me Ltd, will provide all clients with guidance on using remote online assessment and consent to move to online assessment during pandemic. Please see appendix for evidence of these documents.

### 3.6 Testing and vaccinations

All staff have received two dosages of the vaccination. All staff will be tested whenever symptoms of covid occur. Weekly lateral flow tests are completed by all staff.

#### 4. References

<https://www.gov.uk/>

\*Please note the referenced documents are electronic hyperlinks, as these documents are updated and amended weekly.

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Reviewed and updated by Lizzie Huxford (Clinical Director)