



COVID-19 Policy & Risk Assessment

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

Contents

1. Background.....	1
2. What is Covid-19.....	1
3. OT4me Ltd operating procedure.....	2
4. References.....	4

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 with Covid-19. 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;

[What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](https://www.nhs.uk/what-to-do-if-you-have-coronavirus)

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

With face to face meetings due to clients clinical 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:

OT4me Ltd

Clinical Directors: Mrs Louise Newton & Mrs Elizabeth Huxford · Company Number: 12400937
t: 07850535965 / 07538423099 · e: info@OT4me.co.uk ·

- 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 if required
- 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 60 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, if required.
- Ventilation will be utilised via open windows/doors if required
- Therapist will sanitise hands immediately after removing personal protection equipment

3.5 Digital management

OT4me Ltd, will offer 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 a minimum three dosages of the vaccination. All staff will be tested whenever symptoms of covid occur.

3.7 Staff absences

Absences due to Covid, is 5 days isolation. This can either be taken as sick leave or if the member of staff wishes too work and is not unwell, they may work from on home. This will be at the managers discretion. Staff should have one negative tests on day before returning to work. Lateral flow tests are available within company resource cupboard, staff please ensure you have taken a couple home.

4. References

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

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

Dated 5th October 2022

Reviewed and updated by Lizzie Huxford and Louise Newton (Clinical Directors)