



our PLACE GROUP

COVID-19 Response Plan



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Approved by	Name	Date
Commercial Director	Jo Edrop	Jan 21
Director of Safeguarding and Compliance	Sarah Davies	Jan 21

COVID-19 Response Plan

1. Introduction

On 31 December 2019, the World Health Organization (WHO) was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province, China.

On 12 January 2020, it was announced that a novel coronavirus had been identified in samples obtained from cases and that initial analysis of virus genetic sequences suggested that this was the cause of the outbreak.

COVID-19 is a new strain of coronavirus that can affect your lungs and airways.

Due to its incubation period of between 2 and 14 days and high infection rate, the UK Government identified that organisations needed to be prepared.

2. Overview

The UK government constantly reviews their planning and response to the COVID 19 pandemic based on information available at the time, in a context of uncertainty that can be scaled up and down in response to new information to ensure a flexible and proportionate response.

The Our Place Group (including Our Place School, The Orchard @ Our Place and Lakeside & Our Place) has been proactive during the pandemic in implementing and leading on 'stay safe and stay open' practices.

The country has moved through multiple waves of infection and is now on a roadmap (lead by scientific data) that aims to ease any restrictions by the summer of 2021.

Vaccinations that have been rolled out across England are significantly reducing the rates of serious infection and ultimately death, here at Our Place we strongly encourage our teams to take up the vaccination as a responsibility to protect those that we care for and those around them.

This policy/practices outlines how we have developed these practices reflecting on the previous waves of infection seen across the world and evolving government policy to ensure we can continue to 'stay safe and stay open'.

This is a live document that will be reviewed by the pandemic team, in conjunction with other key stakeholders, as and when the situation develops. This policy works in conjunction with our Infection Control Policy.

3. Leadership of the Organisations Response during COVID-19

Here at the Our Place Group we have taken the decision to create a pandemic team. This team was introduced so that we could do the following:

- Lead the organization in its response to the pandemic/decisions/approach/creation of policies etc
- Provide a consistency of response across all of our organisations
- Be the go-to experts in house in all things pandemic

The pandemic team hold regular meetings to discuss the approach of the business to responding to the pandemic and follow a number of key principles:

- They use science and evidence to inform them
- They actively research the appropriate response to the pandemic using PHE/WHO and UK government sources

- They evaluate the risk to all of the Our Place Group stakeholders
- They make logical decisions
- They keep under review their actions and keep them well documented

The Our Place Group Pandemic Team consists of:

Jo Edrop- Commercial Director who is the organisation's designated pandemic co-ordinator

- Lena Graham- Resident Director
- Sarah Davies- Director of Safeguarding and Compliance
- Lauren Tallis- Head of Education
- Nic Browning- Head of Safety

Any discussions and decisions made by the pandemic team is then turned into operational practice information that is shared with Our Place department heads.

Regular meetings with senior leaders within the organization are also occurring to plan operation management during the pandemic.

4. Infection Control Overview

The groups Infection Control Policy will continue to be adhered to during any pandemic – this policy meets the requirements set out in the DfE's system of controls.

Any member of the group community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a test. Lateral Flow Tests can be accessed at our homes/school and PCR tests can be booked online or ordered by telephone via NHS 119. Critical/key workers, have priority access to testing.

All schools (including ours) are currently being provided with rapid-result testing kits, to identify asymptomatic cases of coronavirus. Our normal cycle of testing onsite includes testing staff twice a week and our young people every week.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the homes/school geographical area, we may be asked to partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The company will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings if this is recommended.

If a staff member develops symptoms while on site, they will be offered a LFT, depending on results they will then be directed to go home immediately to self-isolate and to get a full PCR test.

From the 16th August, any staff members or young person who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

5. Response Phases- Alert Levels

The pandemic team at Our Place have introduced alert levels as an approach to managing the pandemic.

The alert level dictates the necessary protocols and appropriate levels of controls we will introduce to manage the identified threat level.

The alert levels of our homes/school will be reviewed regularly by a member of the pandemic team, and it will be recorded in the COVID Management file.

<p>Green Alert status LOW INFECTION RISK</p>	<ul style="list-style-type: none"> • Demographic area has no new VoC • No young person symptomatic within the last 10 days • No staff symptomatic within the last 10 days • No visitors in the past 10 days have become symptomatic
<p>Amber Alert status ELEVATED INFECTION RISK</p>	<ul style="list-style-type: none"> • Demographic area has a VoC that is becoming prevalent • Young Person is symptomatic and/or has a positive LFT result • Staff member is symptomatic and/or has a positive LFT result • A proportion of the staffing team (in excess of 3) is isolating due to track and trace requirements. • A visitor to the home/service has gone on to have COVID symptoms within 48 hours of visiting
<p>Red Alert status HIGH INFECTION RISK</p>	<ul style="list-style-type: none"> • Demographic area has a VoC that is widespread and local restrictions in place • Young person has COVID-19 and is isolating • Staff member tests positive (who has been on site within 48 hours of being symptomatic or LFT result) • A visitor to the home/service in the last 48 hours has COVID and is isolating

Alert Status	How this level is determined	Safer Operating Practices and Infection Control Protocols
<p data-bbox="69 164 524 204">Green Alert status LOW</p> <p data-bbox="69 284 394 323">INFECTION RISK</p>	<ul data-bbox="638 164 1153 419" style="list-style-type: none"> • Demographic area has no new VoC • No young person symptomatic within the last 10 days • No staff symptomatic within the last 10 days • No visitors in the past 10 days have become symptomatic 	<p data-bbox="1202 164 1312 188">Our Staff</p> <ul data-bbox="1225 204 2116 1225" style="list-style-type: none"> • All Staff are to take their temperature every day before coming to work, staff are to make contact with site, if they/ or a member of their household display symptoms. • Staff are to familiarise themselves with the 'donning' and 'doffing' of PPE posters that can be found around site • Staff are to wear a facemask when in enclosed spaces such as in a vehicle or in a meeting when a safe distance cannot be adhered to (this list is not exhaustive) • Staff are to wear full PPE (inc mask, apron and gloves) when undertaking personal care with our young people • All Staff need to wash their hands and to use hand sanitiser before working directly with children and then every 30 mins until they leave. (Please note office staff are required to wash hands and hand sanitise upon arriving at site, and are encouraged to wash hands regularly during the day) • Our office staff support teams will be permitted on site and will need to ensure that they clean their workstations and surrounding areas (inc telephones/photocopier etc) before and after use • Staff are encouraged to maintain a safe distance from others where practically possible this includes during break times and during training/meetings, when unable to maintain a safe distance then a face mask should be worn • Staff are to inform their line manager, or the HR team if they plan to travel outside of the UK and may be required to quarantine upon return <p data-bbox="1202 1249 1413 1273">Our Young People</p> <ul data-bbox="1225 1289 2085 1393" style="list-style-type: none"> • Our young people should be assessed as part of the daily routines for COVID symptoms, these should be recorded on the temperature sheet

Alert Status	How this level is determined	Safer Operating Practices and Infection Control Protocols
<p data-bbox="69 164 524 209">Green Alert status LOW</p> <p data-bbox="69 284 394 328">INFECTION RISK</p>	<ul data-bbox="638 164 1153 419" style="list-style-type: none"> • Demographic area has no new VoC • No young person symptomatic within the last 10 days • No staff symptomatic within the last 10 days • No visitors in the past 10 days have become symptomatic 	<ul data-bbox="1227 151 2116 367" style="list-style-type: none"> • Our young people should be encouraged to wash their hands, and time should be built into their daily routine to do so especially at key times like after bathroom breaks, when consuming food or drink or after playing outside • Our young people should continue attending Education both with Our Place or outside of Our Place <p data-bbox="1205 391 1435 419">Our Homes/Schools</p> <ul data-bbox="1227 430 2139 1066" style="list-style-type: none"> • Prominent signage and instructions to explain what people should do to ensure good hygiene and safety are in place. • Enhanced cleaning regimes in place to ensure that high touch points in particular are cleaned regularly as well as weekly 'fogging' • Visitors to our sites are permitted however, all visitors must undergo a LFT before being allowed access to site and a visitor questionnaire must be completed • We encourage visits to be hosted outside of the home making use of our outdoor facilities such as pods/cabin • Home visits and offsite trips are permitted however the visit should be risk assessed before it takes place and where necessary LFT undertaken • Staff should ensure that the vehicle checklist is completed prior to and upon return from any offsite trip • Infection protocols should also be followed where practically possible when out on trips/visits e.g regular handwashing

Amber Alert status

ELEVATED INFECTION RISK

- Demographic area has a VoC that is becoming prevalent
- Young Person is symptomatic and/or has a positive LFT result
- Staff member is symptomatic and/or has a positive LFT result
- A proportion of the staffing team (in excess of 3) is isolating due to track and trace requirements
- A visitor to the home/service has gone on to have COVID symptoms within 48 hours of visiting

Green safe operating practises should be followed but with the following additions or amendments.

Our Staff

- Staff are to wear a facemask when working with one of our young people (if outside it can be pulled down)
- Staff are to wear full PPE (inc mask, visor, apron and gloves) when working directly with a young person who is symptomatic and in isolation
- Staff who work with one of our 'high risk' young people are to wear full PPE when working directly with them at all times
- We encourage staff to bring a second change of clothes and at the end of the shift, staff who work directly with our children are to change into a new set of clothes, placing their working clothes into a laundry bag. You should wash these clothes on a hot wash before you wear them again. You must leave site immediately on changing your clothes and must not re-enter the home
- Our support staff teams on site will be asked to follow government guidelines and it may mean that we will encourage you to work remotely where practically possible and to support us from afar
- Staff are encouraged to not car share and travel to and from work separately to their work colleagues
- High risk employees identified in the clinically extremely vulnerable group will be risk assessed to ensure that it is COVID safe for them to be on site

Our Young People

- Our high risk young people (identified as CEV) have all been risk assessed and extra protocols will be put in place when supporting them
- The symptomatic YP should be encouraged to isolate away from our other residents, where practically possible we will create an isolation zone within the house for them to ensure they have free movement
- The symptomatic YP should have separate dining cutlery assigned to them and this should be placed in Milton

**Red Alert status
HIGH INFECTION RISK**

- **Demographic area has a VoC that is widespread and local restrictions in place**
- **Young person has COVID-19 and is isolating**
- **Staff member tests positive (who has been on site within 48 hours of being symptomatic or LFT result)**
- **A visitor to the home/service in the last 48 hours has COVID and is**

disinfectant after every meal

- The symptomatic YP should have access to separate bathroom facilities (where practically possible) to reduce the risk of any possible transmission
- The symptomatic YP should have (where practically possible) the same staff member assigned to them for the whole day/ shift to reduce the risk of transmission

Our Homes/Schools

- Enhanced cleaning protocols will be introduced including regular fogging of our homes/schools
- Daily LFT testing for a period will be introduced for all staff and increased testing of our YP's will be encouraged
- If a young person is symptomatic/positive LFT then we will risk assess offsite trips and in particular trips out in the cars. If a car trip is needed to avoid anxiety/agitation for our YP the on-call/management must be informed, and they will advise accordingly.
- If a young person tests positive on a LFT then we will cease with their home visit until a full PCR test result is received.
- Visitors to site will be reduced and will be risk assessed- those visits should be hosted in one of our outdoor facilities

Green and Amber safe operating practises should be followed but with the following additions or amendments.

- Full PPE to be worn at all times when in the home/school
- Full PPE to be worn in vehicles and the car to be well ventilated
- Site will be reduced to 'essential staff only'
- If an outbreak is declared, then we will encourage home visits to be ceased and alternative communications to be introduced
- During imposed lockdowns we will follow all current government guidance
- Visitors to site will be essential only (In line with government guidance in the event of child protection issue, both police and

isolating

social worker are allowed on site, with social distancing, however, need to follow the infection control guidance.)

- Full PCR tests will be undertaken with our YP's if a resident/pupil test positive

