



Covid-19 Policy

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Main points the document covers	The policy provides guidance and communicates important information about the Coronavirus outbreak and what SenSI is doing to support staff, service providers and visitors.
Who is the document aimed at?	All Staff
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1. Purpose of Policy & Guidance

The purpose of this policy and guidance document is to communicate important information about the Coronavirus outbreak and what SenSI is doing to support staff, service providers and visitors.

This policy is non contractual, it may be amended or added to at any time and it will be updated, as appropriate, to reflect changing advice.

2. Responsibility

SenSI has ultimate responsibility for the policy and its implementation and will:

- Provide guidance to staff as appropriate to ensure that the terms of this policy are applied consistently and fairly to all employees.

Directors, Managers and Supervisors will:

- Be responsible for the implementation and promotion of this policy
- Apply the principles of this policy consistently to all employees within their area of responsibility.

3. Symptoms of Coronavirus

Please be reminded that the symptoms of Coronavirus (Covid-19) are:

- A cough
- A high temperature
- Shortness of breath

But these symptoms do not necessarily mean you have the illness.

The Coronavirus symptoms are similar to other illnesses that are much more common, such as cold and flu.



Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, some may have a mild to moderate illness and some may develop severe symptoms.

Any employee who is concerned about symptoms they are experiencing must follow the latest Government guidelines and seek medical advice as soon as they are aware and before coming into work.

4.1. Preventative Steps, Hygiene and General Advice

SenSI are taking all reasonable steps to protect the health and safety of employees and visitors. SenSI request that all employees, self-employed service providers, suppliers and visitors follow the Government guidelines regarding how to avoid spreading germs and increasing the risk of spreading the Coronavirus, particularly those who have contact with the general public as part of their role.

SenSI require all staff to follow the following simple steps to help stop the spread of germs like Coronavirus:

Do:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough and sneeze
- Put used tissues in the bin straight away
- Thoroughly wash your hands with soap and water for at least 20 seconds – only use hand sanitiser gel if soap and water are not available
- Always wash your hands when you get home or into work
- Clean and disinfect frequently touched objects and surfaces
- Try to avoid close contact with people who are unwell
- Advise all visitors to wash their hands on arrival and during their visit.

Don't:

- Touch your eyes, nose or mouth if your hands are not clean

SenSI has implemented improvements around the availability of soap and antibacterial gel where possible and subject to availability. In addition, one-way system has been implemented throughout the building and extra efforts in general cleaning and hygiene have been undertaken including monthly Zoono fogging.

How to wash your hands





4.2. At Risk Groups

Current advice is that the risk of severe illness increases amongst people aged 70 and over and those with underlying health risks, such as diabetes, heart disease and lung disease, and those with weakened immune systems. Pregnant women have also recently been included in the “at risk” group.

Please inform your supervisor or the SenSI directors if you think you are at risk:

- Because you are in one of the high-risk groups or you care for someone who is considered to be high risk
- Because you have recently returned from one of the countries considered to be high risk (further advice can be found at: <https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>)
- You have been in contact with, or live in the same household as, someone who is being tested for Coronavirus, has tested positive for Coronavirus or has been advised to self-isolate because they have Coronavirus symptoms.

SenSI will conduct an individual risk assessment for anyone we believe to be in a high-risk group and will put in place appropriate safeguards.

4.3. What to do if you have Coronavirus Symptoms

At Work

If you become ill at work, please speak to your supervisor or a director as quickly as possible. You should go to an area that is at least two meters away from other people and, if possible, find a room or area where you can be isolated behind a



closed door, such as an office. If you can, please open a window for ventilation. Please try to avoid unnecessarily touching surfaces.

If you have internet access, please use the NHS 111 online service, and follow the advice you receive. If you don't have internet access, please call NHS 111, or 999 in an emergency. If you are advised to go home and self-isolate, please tell your supervisor or a director and then make your way home as safely as possible. If you travel on public transport, please follow any instructions given to you by NHS staff.

At Home

If you become ill at home, please do not come into work. You'll need to contact your supervisor or a director in accordance with the SenSI absence policy.

If you have internet access, please use the NHS 111 online service, and follow the advice you receive. If you don't have internet access, please call NHS 111. You must notify your supervisor or a director if you are advised to self-isolate and if you are being tested for Coronavirus. If you test positive on a routine lateral flow test please follow the aforementioned guidance.

All employees are to respect any medical advice given around self-isolation to avoid unnecessary risk of spreading the virus. Please refer to the latest Government advice regarding self-isolating.

4.4. What to do if you test positive for Coronavirus

Please advise your supervisor or a director immediately if you test positive for Coronavirus, even if you are asymptomatic or your symptoms are mild. You will not be able to return to work until you are considered fit by Public Health England or any other competent authority. You don't need to obtain a fit note from your doctor, but



please send SenSI anything you do receive which confirms your diagnosis and/or fitness to return to work.

If you feel well enough to work, please let your supervisor or a director know. If your role lends itself to homeworking, a director will discuss how this might be facilitated as appropriate.

SenSI will not inform anyone else about your condition unless it's necessary to do so and we are legally able to. Our overriding obligation is to protect the health and safety of our staff and visitors, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for that protection.

Public Health England are responsible for 'contact tracing' (tracing anyone you have been in close contact with) and SenSI will cooperate with them as appropriate.

4.5. What to do if you are advised by a medical professional to self-isolate

Current Government advice is that people should stay at home if they have symptoms of Coronavirus. Those at high risk may also have to self-isolate even if they don't have symptoms.

This means you should:

- Stay at home
- Not go to work or public areas
- Not use public transport or taxis
- Ask friends, family members or delivery services to carry out errands for you



- Try to avoid visitors to your home, although it's okay for friends, family and delivery drivers to drop off food and provisions.

You may need to do this for up to 14 days (longer if you are in a high-risk group) to help reduce the possible spread of infection. Please follow the advice you are given.

Please follow any additional advice given to you by health professionals. The NHS has detailed advice on self-isolation ([Self-isolation and treating coronavirus \(COVID-19\) symptoms - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms/))

If you feel well enough to work, please let your supervisor or a director know. If your role lends itself to homeworking, a director will discuss how this might be facilitated as appropriate. If you don't feel well enough to work, or you can't work from home, please keep in contact with SenSI. Please view your contact and the sick pay policy regarding sick pay.

5. Training & Awareness

All employees have been allocated a training course on Coronavirus on Interactive Healthcare to ensure everyone is made aware of the situation and have general advice on what to do. Please check your Interactive Healthcare dashboard and complete the course at the earliest opportunity.

6. Business Travel, Meetings & Events

SenSI will keep matters under review and will follow NHS and Government advice. Currently, we recommend that you:

- Only travel if it is essential to do so outside of attending your normal workplace or community sessions.



- Where possible hold telephone or video conferences unless a face-to-face meeting is essential (i.e., review meetings, planning meetings, etc.).
- If you are due to attend external events, please check with the event organisations and speak to a director if you are unhappy about attending.
- Take precautions for essential face-to-face meetings.
- Follow Government and NHS advice. It's also sensible to avoid shaking hands.
- Please speak to your supervisor or a director if you are worried about travelling.

7. Holidays

Many staff will have pre-booked holidays abroad or may have the intention of booking holidays abroad. Government advice is subject to change but if you intend to travel to a country or region not recommended by the Government on the day you travel, you must inform SenSI and may have to self-isolate when you return. You will only be paid if you can continue to work from home (where applicable) during this period, or if you are eligible to receive statutory sick pay.

SenSI recommend that you think carefully before booking holidays abroad and obtain appropriate insurance which covers cancellations.

If you wish to cancel any pre-booked holidays, please speak to your supervisor or a director and follow the process for such amendments. If we can't accommodate your request, we'll explain why.



8. Responding to Emergencies

Many staff may have caring responsibilities for family members or other people who rely on them. If you need to respond to an emergency (such as a school closure) please inform your supervisor or a director as quickly as possible.

SenSI always consider the circumstances of each case to allow for some flexibility, but the time you take off must be both reasonable and necessary for you to deal with something immediately and/or respond to an emergency. Normally this means hours, or a maximum of one or two days, and this type of leave is not designed to provide care over the longer term. Please speak to your supervisor or a director if you don't think this will be adequate as we may be able to relax our normal procedures for taking paid holiday, or exceptionally, taking unpaid leave. We regret that if you take time off you won't be paid unless we agree that you can work from home.

9. Workplace Closure

If SenSI have to close the business, or there's not sufficient work available we will advise you as quickly as we can. If your contract gives us the right to lay you off, then we exercise it. Alternatively, we may ask you to take unpaid leave, agree that we can lay you off or ask you to work fewer hours (which will result in a reduction in your salary).

We may continue to pay you whilst we monitor the situation. We'll keep you informed via internal communications.

However, if our business (or parts of it) have to shut down for a significant amount of time, as an alternative to making redundancies, we may discuss with you other options such as taking unpaid leave or asking you to take paid holiday.



10. Where to find up-to-date information

UK Government Guidance: <https://www.gov.uk/coronavirus>

UK Government Travel Information: <https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19>

NHS Guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

World Health Authority Guidance: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

UK Government Cases & Risk Updates: <https://coronavirus.data.gov.uk/>

UK Government Business Guidance: <https://www.gov.uk/guidance/working-safely-during-covid-19>

UK Government Staying at Home Guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>



Appendix 1: 1st January 2021

REOPENING OF SENSI HQ AND RETURN TO FACE-TO-FACE APPOINTMENTS **RISK ASSESSMENT – POST COVID-19**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.

Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** to specifically address the current Covid-19 situation in the workplace and relates solely to SenSI Treatment, Richmond Lodge, The Common, Norwich Road, Mulbarton, Norfolk, NR14 8JW.

From 1st August 2020 the Government's advice for England is changing: 'Instead of government telling people to work from home, we are going to give employers more discretion, and ask them to make decisions about how their staff can work safely.' This could still mean continuing to work from home, or it could mean making workplaces safe by following COVID-secure guidelines.

In order to assess the risk of reopening SenSI HQ and addressing whether face-to-face appointments can recommence a number of questions have been asked.

This risk assessment has been amended on 1st January 2021 in light of the discovery of a rapid transmission strain of COVID-19 and increase in Government intervention to prevent the spread of the disease – additions can be viewed in the highlighted fields

According to the Government advice these questions are:

- 1) Identification of what could cause injury or illness in the organisation (Hazards)
- 2) How likely is it that someone could be harmed (Risk)
- 3) How serious could the harm be?
- 4) Can we eliminate the Hazard?
- 5) Can we control the Risk?

In addition to these questions specified by the Government, and to allow for the culture of SenSI's good business practice, we will address 3 further questions:

These are:

- 1) Is it essential?
- 2) Is it sufficiently safe?
- 3) Is it mutually agreed across the organisation?

THIS DOCUMENT IS NOT TO BE USED IN ISOLATION. SENSI POLICIES AND GUIDELINES ON HEALTH AND SAFETY, EMPLOYMENT LAW, AND INFECTION CONTROL ARE TO BE USED IN TANDUM TO ENSURE CLARITY AND TRANSPARENCY FOR ALL ACCESSING THE SENSI BUILDING AND BEING A PART OF SENSI'S SERVICE.

**We must
keep on protecting
each other.**



HANDS



FACE



SPACE

STAY ALERT ▸ CONTROL THE VIRUS ▸ SAVE LIVES

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors 	<ul style="list-style-type: none"> • Hand Washing • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitiser will be available to use as an extra layer of protection for no soiled hands but its use does not replace handwashing with soap and warm water. 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Staff are required to report any problems and carry out skin checks as part of a skin surveillance programme • https://www.hse.gov.uk/skin/professional/health-surveillance.htm • To help reduce the spread of coronavirus (COVID-19) all staff are required to be aware of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus • Posters, leaflets and other materials are available for display. • https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 • Bespoke posters have been used by The Therapy Source and by production of clear visual instructions for visitors requiring prompts to effectively clean their hands. • Rigorous checks will be carried out to ensure that the necessary procedures are being followed. • Regular swabs will be taken of high traffic areas to monitor cleaning efficacy to allow an audit of the sanitisation processes being followed and products being used.

		<ul style="list-style-type: none"> • Cleaning • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, phones, waiting area and offices using appropriate cleaning products and methods. • Social Distancing • Social Distancing – Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency • https://www.publichealth.hscni.net/news/covid-19-coronavirus • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. • Redesigning processes to 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Management checks to ensure this is adhered to in supervision session and random checks.
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		<p>ensure social distancing remains in place and that the building is accessed and exited using the one-way system.</p> <ul style="list-style-type: none"> • Conference calls or virtual sessions are to be used instead of face-to-face meetings where appropriate and on completion of individual risk assessments to determine suitability for attendance to SenSI HQ. • Ensuring sufficient rest breaks for staff. <ul style="list-style-type: none"> • <u>Wearing of Gloves</u> • <u>WHERE PHYSICAL CONTACT IS LIKELY WITH A CLIENT STAFF ARE TO WEAR SURGICAL GRADE GLOVES FOR THE ENTIRE TREATMENT APPOINTMENT</u> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. • Line managers and/or occupational health staff will offer supports to staff that are affected by Coronavirus or have a family member affected. • Communicate with companies we deliver to/from to ensure distancing measures are adhered to when receiving or transferring packages, supplies or equipment.
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		<ul style="list-style-type: none"> • PPE • <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i> • There are a number of variables for staff and visitors to SenSI. Both Staff and visitors will be expected to adhere to government guidelines, and the use of PPE in sensitive situations is each individual/professional prerogative. If the possibility of breaching social distance guidelines is likely either parents/carers are expected to intervene, or sessions may be required to continue virtually until the risk can be further reduced. • Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed: • Gloves, aprons and masks are to be worn. 	
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		<ul style="list-style-type: none"> • Masks and visors will be available to staff and visitors. • <u>Symptoms of Covid-19</u> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ • <u>Staff with symptoms are expected to present for testing</u> 	
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		<p><u>and advise management of the result.</u></p> <ul style="list-style-type: none"> • <u>Mental Health</u> • Management will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help. • Reference – • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • www.hseni.gov.uk/stress 	<ul style="list-style-type: none"> • Regular communication of mental health information and open door policy for those who need additional support.
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Identification of what could cause injury or illness (Hazard)	How likely is it that someone could be harmed? (Risk)	How serious could the harm be?	Can we eliminate the hazard?	Can we control the risk?	IS IT ESSENTIAL?	IS IT SUFFICIENTLY SAFE?	IS IT MUTUALLY AGREED?
Too many people in the building.	High risk of infection transmission.	Serious – COVID-19 can cause death.	Yes by limiting the amount of people in the building at any given time.	Yes by limiting the amount of people in the building at any given time and ensuring all	People in the building = essential to facilitate F2F sessions.	Yes	

			<p>Homeworking where operationally possible.</p>	<p>entering are asymptomatic with a clear 14 day history of exposure and/or travel from high risk area.</p> <p>Supporting continuation of home working.</p> <p>Statistics created from an ergonomic study on caseload indicate that at any given time due to professional workforce availability SenSI will only be able to work at 70% capacity.</p>			
<p>Inability to socially distance within the building.</p>	<p>High risk if prolonged contact.</p>	<p>Low: exposure >15minutes required +/- droplet transfer.</p>	<p>Staged session times.</p> <p>Staff to only use office toilets.</p> <p>Not to walk unnecessarily through the building.</p> <p>Open all windows as able and security allows to facilitate</p>	<p>Monitor all persons required in the building at any given time on any given day and control footfall accordingly.</p> <p>Statistically there will be 14 active clinicians but only 8 required in any given hour. This leaves 5-6 people</p>	<p>Yes</p>	<p>Yes</p>	

			ventilation.	<p>spread across 5 available rooms or on admin or homeworking.</p> <p>All staff work spaces are socially distanced and spread across the building limiting physical contact.</p> <p>Electronic equipment has been individually assigned and will not be shared.</p> <p>All equipment, fixtures and fittings will be covered by residual antimicrobial protection technology.</p>			
Unpredictable behaviour and/or movements of children/adults.	<p>High risk of physical contact if unable to complete session within allocated area.</p> <p>High risk of infection from children who bite, spit, chew,</p>	<p>Medium for temporary physical contact.</p> <p>High for oral contact and potential for skin break and infection potential.</p>	Risk assess those requiring treatment to ensure all who attend SenSI for sessions are able to be contained.	<p>Request parents/carers to physically intervene if required and to agree to do so.</p> <p>Inability in this area would indicate that virtual sessions would continue.</p>	<p>Awareness is essential = further risk ax produced.</p> <p>Immunisations are essential.</p>	Variable on outcome of further risk ax.	



	experience extreme anxiety.			Ensure all staff are up to date with Hep B and tetanus immunisations.			
Attendance or presentation of symptomatic adult/child, staff or visitor.	High-risk transmission of infectious disease and surface contamination.	Serious – COVID-19 can cause death.	<p>Yes by completing attendance risk assessments on all visitors to SenSI which, includes a 14 day history of illness and temperature measurement.</p> <p>Staff – adhering to IP&C policy.</p>	<p>Yes. Clear communications with all perspective attendees indicating the conditions under which they attend SenSI, which are:</p> <ul style="list-style-type: none"> – No current symptoms of Coronavirus – No contact with an infected person in the last 14 days – No person within the household with Coronavirus >14 days since returning from Spain or other indicated country – Willing to abide by SenSI IP&C policy, wash hands and remove shoes on arrival, enter and exit the building one way. – Only one attendee per child receiving treatment. 	Screening is essential.	Yes if Risk Ax completed correctly.	

Snack cupboard access.	Children want to touch and choose snacks and traditionally have had the ability to do so by touching several products before choosing. This is high risk of infection transfer.	Risk High – risk of vulnerable child contracting disease.	Replace snack cupboard choice with a choice board and therapist supplies chosen item. Storage covered by residual antimicrobial protection technology.	Discontinue snack until further review.			
Telephone sharing.	Risk of disease transfer.	High risk due to proximity to face.	Application of residual antimicrobial protection technology. Limit phone sharing – main lines now transferred to personal mobiles.	Messages to be taken and caller phoned back. Phones to be cleaned between users and minimal use daily. Reapply residual antimicrobial protection technology 28 days as directed.		Yes	
Staff movements around the building – when needed	Risk to staff being in close contact for longer than necessary – low/medium risk	Potential for cross infection – High risk.	Restricting staff movement though the building. Stage lunch break	Creation of more staff rest areas within the building for staff to access for	Yes	Yes	



to remain operational.	depending on area and access.		<p>timings.</p> <p>Limit access to lodge kitchen to 3 people at a time.</p> <p>Work from home if not operationally needed on site i.e., admin days – as agreed with management.</p>	<p>break/lunchtime.</p> <p>No hot desk area.</p> <p>No sharing of desk space.</p> <p>Staff to be located in single areas of the building on a daily basis.</p>			
Parents sharing waiting room.	High risk if multiple families arrive and wait all at the same time or in an emergency situation	High risk especially if wait is prolonged and with potentially vulnerable/immune-compromised children.	<p>Staggered appointment times.</p> <p>Clients to wait in their cars in the car park until allocated time.</p> <p>Only one accompanying adult per child.</p> <p>If adult not required in session to wait in own car.</p> <p>In an emergency situation receptionist will accompany family to allocated therapy room and wait until the therapist becomes available.</p>	<p>Stagger appointment times.</p> <p>2 allocated waiting areas available.</p> <p>Clients to be advised where to wait.</p>	Yes	Yes	

<p>Unpredictable event such fire alarm or building emergency.</p>	<p>Unlikely as emergency exit strategy in place allows all in the building safe and uncrowded exit.</p>	<p>Minimum as once outside the building and at a distance the fire assembly point can be used safely with social distancing measures.</p>	<p>Fire safety checks complete.</p> <p>Unpredictable future for further local lock down.</p>	<p>All safety measures in place to ensure building is health and safety managed.</p> <p>In the event of escalation of pandemic, local lockdown or Government directive the building would be closed and all operations would continue to be delivered virtually via staff homes.</p>	<p>Yes</p>	<p>Yes</p>	
<p>Use of swimming pool.</p>	<p>Low-medium given high humidity and high temperature of ambient air in pool room – to be clarified by hydrotherapy pool guidelines.</p>	<p>In terms of COVID – low. Pool risks remain as per standard swimming pool protocol and risk assessment.</p>	<p>The only way to eliminate the hazard is not to allow the pool to be operational.</p>	<p>Doors and windows will be opened to increase ventilation.</p> <p>Swimming pool maintained and tested both by professional management company and through local daily testing.</p> <p>Changing facilities will not be available for showering, clients to arrive in</p>	<p>No</p>	<p>Yes</p>	



				<p>swim gear.</p> <p>Residual antimicrobial protection technology will be applied to all surfaces, touchpoints, and equipment and surface cleaned between clients.</p> <p>Swab test will be completed for significant touch points. Any areas identified as increased risk will be addressed.</p> <p>Hot tub and Steam Room not to be used currently.</p>			
Access to Swimming pool plant room from Garden.	NONE	LOW	HAZARD NEGATED – LOCK APPLIED.	<p>Yes. SenSI T&Cs and notices indicate children are to be supervised at all times.</p> <p>Chemical warning signs on the door.</p> <p>Do not enter signs on the door.</p>	Yes	Yes	

				Ability to not comply with the above would indicate high risk so child may need to continue virtual sessions and not attend SenSI.			
Increase transmission risk due to identification of a COVID-19 strain variant.	High risk of infection transmission.	Serious – COVID-19 can cause death	The Hazard of COVID-19 cannot be negated as SenSI is required to remain operational.	<p><u>IN ADDITION TO THE MEASURES ABOVE:</u></p> <p>STAFF WILL TAKE A DAILY TEMPERATURE BEFORE COMING TO WORK.</p> <p>STAFF WILL CHANGE INTO WORK CLOTHING ON ARRIVAL AT SENSI AND AGAIN BEFORE LEAVING TO GO HOME.</p> <p>STAFF WILL WEAR A FABRIC MASK AND VISOR AT ALL TIMES WHEN IN TREATMENT SESSIONS WITHIN THE SENSI BUILDING OR WHEN INTERACTING WITH CONTRACTORS OR DELIVERY PERSONEL.</p> <p>ANY PERSON ACCOMPANYING A TREATMENT SESSION OR ENTERING THE SENSI BUILDING MUST ALSO WEAR A MASK.</p> <p>ALL STAFF ARE TO WEAR SINGLE USE SURGICAL GRADE GLOVES IF CONTACT WITH A CLIENT IS ANTICIPATED.</p> <p>STAFF ARE TO REMAIN AT 2 METERS DISTANCE FROM ALL OTHER STAFF.</p> <p>THE ONE-WAY SYSTEM IS TO BE USED WITH STRICT COMPLIANCE.</p> <p>MORE FREQUENT FOGGING WILL COMMENCE WITH IMMEDIATE EFFECT.</p>			



				<p>NO EXTERNAL TREATMENT SESSIONS WILL BE FACILITATED UNTIL FURTHER NOTICE.</p> <p>THOSE ABLE TO WILL WORK REMOTELY WHERE OPERATIONALLY POSSIBLE.</p>
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Reviewed By:	Annie Crofton	Director SenSI Treatment
Approved By:	Emma Jerman	Director SenSI Treatment

Publication Date:	August 2020
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Proposed Review Date:	January 2021
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Amendments proposed and agreed:	1 st January 2021
Proposed Next Review Date:	1 st July 2021



Appendix 2: 1st July 2021

Lifting of Covid-19 Restrictions & Updated Visitor Guidance

Now the UK Government has given us the date for all Coronavirus restrictions to be lifted in England on the 19th July, we wanted to let you know that we still have your safety in mind and we will continue with the following measures over the next 6-8 weeks with continual review upon government advice.

1. Entry to SenSI will still be maintained to the side of the building.
2. Our full Coronavirus cleaning procedures will remain in place in addition to the Infection control policy.
3. Hygiene stations will remain around the building, and we will still ask you to wash your hands on arrival and remove your shoes.
4. Coronavirus signage will continue to be displayed throughout the building with a view to it slowly being taken down.
5. Masks will no longer be suggested after the 19th July but if any delegate/ visitor or staff is feeling anxious they can still wear their mask when moving around the building or in sessions.
6. Temperatures will not be routinely monitored on arrival unless the parent, carer or therapist thinks the child may be unwell. If you have any concerns surrounding your visit to the SenSI, please inform your therapist and we will do everything we can and put extra provisions in place.

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Reviewed By:	Annie Crofton	Director SenSI Treatment
Approved By:	Emma Jerman	Director SenSI Treatment

Publication Date:	1 st July 2021
Proposed Review Date:	December 2021



Appendix 3: 15th December 2021

Government Guidance & the Omicron Variant

Following the Government announcement regarding the recent discovery of the Omicron variant of Covid-19 we wanted to update you around procedures at SenSI. *Please note that the majority of our policies contained herein remain the same.*

1. We ask that you follow all Government guidance regarding overseas travel and testing on your return. It is your responsibility to act accordingly to keep everyone safe.
2. Please remember that lateral flow tests are for anyone who has no symptoms. The only exception to this is if you have a positive test result within your household. In this case, everyone living in the household must get a PCR test and isolate until results are received. SenSI staff must conduct a lateral flow test twice per week. However, due to increased cases of the Omicron variant staff must undertake daily lateral flow tests (where available) until further notice.
3. Any employee or visitor who has any new Covid-19 symptoms must get a PCR test. These symptoms are: a new persistent cough, a high temperature, and/or a loss of taste or smell. We do understand that coughs and high temperatures in children can be a part of daily life, but we must all do our part to keep those around us safe at this difficult time. If a PCR test is not undertaken, and you have any Covid-19 symptoms then you must stay at home for 10 days.
4. It is no longer our responsibility to inform staff or visitors if we have a positive case at SenSI. If there is a need to contact you then 'Track and Trace' will inform us to do so.
5. Facemasks will be reintroduced for staff in communal areas. Visitors are encouraged to wear masks where possible.
6. Temperatures may be more routinely monitored on arrival.
7. Due diligence may be implemented in the form of risk assessment questions on arrival i.e., questions related to symptoms, etc.
8. Ventilation will be increased in treatment areas.
9. Increased cleaning and hygiene practices will be implemented.

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Publication Date:	15 th December 2021
Proposed Review Date:	January 2022



Appendix 4: 6th January 2022

Government Guidance & the Omicron Variant

Following the Government announcement regarding the recent discovery of the Omicron variant of Covid-19 we wanted to update you around procedures at SenSI. *Please note that the majority of our policies contained herein remain the same.*

1. We ask that you follow all Government guidance regarding overseas travel and testing on your return. It is your responsibility to act accordingly to keep everyone safe.
2. Please remember that lateral flow tests are for anyone who has no symptoms. The only exception to this is if you have a positive test result within your household. In this case, those living in the household who are fully vaccinated must undertake lateral flow tests for 7 days and self-isolate if any of these tests are positive. Those unvaccinated must self-isolate per current Government guidance. SenSI staff must conduct a lateral flow test twice per week. However, due to increased cases of the Omicron variant staff must undertake daily lateral flow tests (where available) until further notice following immediate or close contact.
3. Any employee or visitor who has any new Covid-19 symptoms must get a PCR test. These symptoms are: a new persistent cough, a high temperature, and/or a loss of taste or smell. We do understand that coughs and high temperatures in children can be a part of daily life, but we must all do our part to keep those around us safe at this difficult time. If a PCR test is not undertaken, and you have any Covid-19 symptoms then you must stay at home for 10 days.
4. It is no longer our responsibility to inform staff or visitors if we have a positive case at SenSI. If there is a need to contact you then 'Track and Trace' will inform us to do so.
5. Facemasks will be reintroduced for staff in communal areas. Visitors are encouraged to wear masks where possible.
6. Temperatures may be more routinely monitored on arrival.
7. Due diligence may be implemented in the form of risk assessment questions on arrival i.e., questions related to symptoms, etc.
8. Ventilation will be increased in treatment areas.
9. Increased cleaning and hygiene practices will be implemented.

Author:	Charlotte Polland	Administrator
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Publication Date:	15 th December 2021
Proposed Review Date:	February 2022

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THIS DOCUMENT IS NOT TO BE USED IN ISOLATION. SENSI POLICIES AND GUIDELINES ON HEALTH AND SAFETY, EMPLOYMENT LAW, AND INFECTION CONTROL ARE TO BE USED IN TANDUM TO ENSURE CLARITY AND TRANSPARENCY FOR ALL ACCESSING THE SENSI BUILDING AND BEING A PART OF SENSI'S SERVICES.