

**PH team checklist for an outbreak of any cases of symptomatic or positive COVID-19 in residential following guidance from PHE North West 14.04.2020**

Communication/Scenario	Advice
<p><b>Who to Inform</b></p> <p><b>Homes who contact our team first</b></p> <p>Please complete the minimum data set for the home.</p> <p>Then go through the check list with the care home manager/supervisor.</p> <p>At the end of your day on rota the completed data set for the day needs to be forwarded to PHE North West:</p> <p><a href="mailto:icc.northwest@phe.gov.uk">icc.northwest@phe.gov.uk</a></p> <p>And to Fiona McCredie:</p> <p><a href="mailto:Fiona.mccredie@cumbria.gov.uk">Fiona.mccredie@cumbria.gov.uk</a></p> <p><b>Homes that contact PHE North West first</b></p> <p>PHE will send a notification to our email <a href="mailto:IPC@cumbria.gov.uk">IPC@cumbria.gov.uk</a></p> <p>Member of staff on rota that day will then contact the home and support them by going through this checklist.</p> <p>Following this, move the notification email into the <b>'responded to'</b> box.</p> <p>At the end of each day all 'responded to' alerts will be in the responded folder so Fiona and Debbie can add it to an ongoing audit of homes contacted</p> <p>The care home manager/supervisor should inform their senior managers within their own organisation.</p>	<p>Home should contact NHS 111 for advice</p> <p>CCC staff responding to the care home can contact the following when further advice is needed.</p> <p>Week days: Health Protection</p> <p>Fiona McCredie 07900 668648</p> <p>OR</p> <p>Debbie McKenna 07769 301904 in hours.</p> <p>Weekends: CCC duty PH consultant out of hours</p>
<p><b>Advice to Visitors</b></p> <p>Put up signs at the entrance of the home stating no visiting</p>	<p>The North West PHE resource pack for care homes has a sign that can be placed on doors with regards to visiting</p>
<p><b>Infection Prevention and Control (IPC) Procedures</b></p> <p>N.B. All Cumbria County Council IPC policies are freely available at:</p> <p><a href="https://www.cumbria.gov.uk/cumbriacare/our/policiesandprocedures.asp">https://www.cumbria.gov.uk/cumbriacare/our/policiesandprocedures.asp</a></p>	<ul style="list-style-type: none"> <li>• Staff and service users where practically possible should observe the 2 metres apart social distancing. Staff break times for example need to consider this</li> <li>• Staff and service users need to be reminded about respiratory and hand hygiene which includes washing of forearms</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure adequate supply of PPE, liquid soap, paper towels, tissues and hand sanitiser, escalate any concerns re low stock</li>   <li>• An outbreak coordinator should be appointed for each shift to record symptomatic service users. Template record can be found as Action Card 7 in the PH North West resource pack.</li>   <li>• <b>All asymptomatic service users in the home must be assessed twice daily for COVID symptoms. This includes:</b> <ol style="list-style-type: none"> <li>1. <b>temperature check to ensure it is not 37.8° C or above</b></li> <li>2. <b>a persistent cough, ‘flu like illness or worsening shortness of breath has developed</b></li> <li>3. <b>If any symptom is present isolate and contact NHS 111 immediately (PHE North West Guidance)</b></li> </ol> </li>   <li>• An outbreak is identified as being two or more service users and / or staff who develop symptoms of COVID-19 within a 14 day period</li>   <li>• Staff need to consider and risk assess where service users are residing. The risk of cross infection should be minimised as far as possible.</li>   <li>• The cohorting of service users to keep asymptomatic service users and symptomatic and confirmed cases separate should be undertaken where possible</li>   <li>• All close contacts of a symptomatic service users should also be isolated within their rooms.</li>   <li>• Where possible staff should cohort and not work in different areas of the home to minimise cross infection risks.</li>   <li>• There is specific guidance available for service users being discharged from hospital</li> </ul>
<p><b>Isolation Procedures</b></p>	<ul style="list-style-type: none"> <li>• All symptomatic service users must be isolated for the period recommended in</li> </ul>

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<p>Isolation of infected service users: <a href="#">IPC Procedure N°13 Isolation</a>  <a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793938.pdf?timestamp=43923145645">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793938.pdf?timestamp=43923145645</a></p> <p><b>COVID-19</b>  <b>All service users who are classed as extremely vulnerable and should be shielding need to isolate in a care home and staff wear full PPE including surgical facemask when providing care within two metres of the service user.</b></p>	<p>the guidance in their own room with either en-suite facilities or a dedicated commode.</p> <ul style="list-style-type: none"> <li>• Isolate the service users who have symptoms for <b>14 days</b> (this is different to guidance around symptomatic people at home due to service users having a weakened immunity and communal living space (PHE North West Guidance).</li> <li>• If service users continue to have a fever after the 14 days they should remain in isolation until this is no longer the case.</li> <li>• The cough may last longer than 14 days but there is no need to continue isolation if fever is no longer present.</li> <li>• If you are worried about your service user ring GP/CHOC for further advice or if urgent the emergency services.</li> <li>• All close contacts of the affected service user must be isolated within their own rooms and full PPE worn when providing care for a period of 14 days.</li> </ul>
<p><b>Hand Hygiene</b>  Liquid soap and paper towels in all rooms and <b>hand hygiene</b> adhered to <a href="#">IPC Procedure N°23 Standard Precautions</a>  <a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/4339794512.pdf?timestamp=4392395711">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/4339794512.pdf?timestamp=4392395711</a>  &amp; IPC Procedure N°10 Hand Hygiene.  <a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793546.pdf?timestamp=43923101832">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793546.pdf?timestamp=43923101832</a></p>	<ul style="list-style-type: none"> <li>• Remind managers/supervisors about the bare below the elbow policy and the 5 moments of hand hygiene to include up to the elbows</li> <li>• Hand hygiene is essential to reduce the transmission of infection. All staff, service users and visitors should decontaminate their hands when entering and leaving areas where care for both suspected and confirmed cases of COVID-19 is being delivered and where service users are in isolation</li> </ul> <p>Hand hygiene must be performed before every episode and after each episode of contact with a service user:</p> <ul style="list-style-type: none"> <li>• Staff must be bare below the elbows</li> <li>• Remove all hand jewellery (a single plain metal ring is permitted but should be removed (or moved up) during hand hygiene</li> <li>• Finger nails should be clean, short and no artificial nails or nail products worn</li> <li>• Cover all cuts or abrasions with a waterproof dressing</li> </ul>

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<p><b>PPE</b></p> <p>Ensure <b>PPE</b> is available <b>outside</b> client's rooms.  <a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794512.pdf?timestamp=4392395711">IPC Procedure N° 23 Standard Precautions</a>  <a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794512.pdf?timestamp=4392395711">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794512.pdf?timestamp=4392395711</a></p> <p>&amp; <b>IPC Procedure N°19 Personal Protective Equipment</b></p> <p><a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794226.pdf?timestamp=43923145645">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794226.pdf?timestamp=43923145645</a></p> <p>Donning and Doffing PPE visual aid:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</a></p>	<p>The national PPE guidance as of 14.4.2020 states that there is sustained transmission of COVID-19 in the UK. As a result PPE should be used in all cases of client care within 2m, not just where the client is COVID-19 positive.</p> <p>The following PPE must be used when delivering care to all service users :</p> <ul style="list-style-type: none"> <li>• Disposable aprons</li> <li>• Fluid repellent (Type IIR) face mask when contact with body fluids is likely</li> <li>• eye protection should be worn where there is a risk of droplet transmission e.g. if the service user has a cough or is sneezing. This needs to be individually risk assessed</li> <li>• Gloves</li> </ul> <p>• Disposable apron and gloves should be renewed for each service user contact.</p> <p>• <b>Fluid resistant surgical masks and eye protection can be used for a single session of work rather than a single service user contact.</b></p> <p>• A single session of work is a period of time where the care provider is undertaking duties in a specific setting or environment. The session ends when the care provider leaves the care setting, e.g. completing a specific set of tasks or moving from one unit to another within the care home.</p> <p>• <b>NB. PPE should not be subject to continued use if damaged, soiled, uncomfortable or damp</b></p> <p>• PPE (issued CE marked) should be stored <b>outside the isolation room</b> so staff can put it on before entering the room. This may prove a risk in dementia units so staff will need to consider a safe place to store the PPE.</p> <p><b>The correct order for putting on PPE is:</b></p> <ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Disposable apron</li> <li>• Facemask</li> <li>• Eye protection</li> <li>• Gloves</li> </ul>
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	<p>Disposable aprons and gloves must be changed between episodes of care</p> <ul style="list-style-type: none"> <li>• PPE must be removed before leaving the service user's room</li> </ul> <p><b>The correct order for removal of PPE is:</b></p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Hand hygiene</li> <li>• Apron</li> <li>• Eye protection (if used)</li> <li>• Perform hand hygiene</li> <li>• Mask.</li> <li>• Hand hygiene</li> <li>• Used PPE should be double bagged and tied securely. It should be set aside for 72 hours before being disposed of in the usual way</li> <li>• Hand hygiene should be repeated following disposal of PPE</li> </ul>
<p><b>Disposal of Waste</b>  <b>IPC Procedure N° 27</b>  <a href="https://www.cumbria.gov.uk/elibrary/Content/Internet/327/7041/7047/4304015123.pdf?timestamp=4392315316">https://www.cumbria.gov.uk/elibrary/Content/Internet/327/7041/7047/4304015123.pdf?timestamp=4392315316</a></p>	<p>For symptomatic or COVID -19 positive service users all waste must be stored for <b>72 hours before being put out for collection</b></p> <p>Ensure <b>orange bags</b> are used</p>
<p><b>Procedure for Laundry</b>  <b>IPC Procedure N°13 Laundry including Uniforms</b>  <a href="https://www.cumbria.gov.uk/elibrary/Content/Internet/327/7041/7047/433979406.pdf?timestamp=43923145433">https://www.cumbria.gov.uk/elibrary/Content/Internet/327/7041/7047/433979406.pdf?timestamp=43923145433</a></p>	<ul style="list-style-type: none"> <li>• Uniforms should not be worn to and from work. They should be placed in a bag and on returning home placed in the washing machine, washed separately on a 60 degree wash. Staff should then take a shower.</li> </ul> <p>When dealing with laundry from a symptomatic or COVID-19 positive service user:</p> <ul style="list-style-type: none"> <li>• Any towels or other laundry used by the individual should be treated as infectious and placed in an alginate bag then a secondary clear bag. This should then be removed from the isolation room and placed directly into the laundry hamper/bag. Take the laundry hamper as close to the point of use as possible, but do not take it inside the isolation room.</li> </ul> <p>When handling linen do not:</p> <ul style="list-style-type: none"> <li>• Rinse shake or sort linen on removal from beds</li> </ul>

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	<ul style="list-style-type: none"> <li>• Place unused infectious linen on the floor or any other surface</li> <li>• Re-handle used/infectious line nonce bagged</li> <li>• Overfill laundry receptacles</li> <li>• Place inappropriate items in laundry receptacle</li> </ul> <p>Laundry must be tagged with the care area and date, and stored in a designated, safe lockable area whilst awaiting uplift or laundering</p>
<p><b>Specimen Collection</b></p> <p>Specimens collected and labelled correctly if requested (they will not be accepted by the laboratory and this will delay treatment)</p> <p>IPC Procedure N°22</p> <p><a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794445.pdf?timestamp=4392315316">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339794445.pdf?timestamp=4392315316</a></p>	<p>Ensure local specimen policies are followed</p>
<p><b>Environmental Cleaning and Decontamination of Equipment</b></p> <p>IPC Procedure N°7</p> <p><a href="https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793313.pdf?timestamp=4392315043">https://www.cumbria.gov.uk/elibrary/Content/Intenet/327/7041/7047/4339793313.pdf?timestamp=4392315043</a></p>	<ul style="list-style-type: none"> <li>• Isolated service users should not use communal baths and toilets, commodes and bed bathing should replace this during isolation</li> <li>• staff should decontaminate equipment using disinfectant at the right concentration according to the manufactures guidelines. Concentrations of disinfectant differ for body fluids and for those containing blood. Always refer to the policy for Environmental Cleaning and Disinfection.</li> <li>• Disposable mops and cleaning cloths should be used for all cleaning of symptomatic and COVID-19 positive service users and where service users are isolating.</li> <li>• Staff performing cleaning duties should wear the PPE outlined in the section on PPE.</li> </ul>