

Inverclyde Health and Social Care Partnership

Social Distancing Guidance

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Policy Statement

Inverclyde Health & Social Care Partnership works in conjunction with NHS Greater Glasgow & Clyde and Inverclyde Council to provide a safe working environment for all staff and visitors to our buildings. There is a legal requirement for the Health and Social Care Partnership to assess the risks to employees and take reasonable steps to ensure their safety. In order to ensure this during the current Covid-19 pandemic, a review of all buildings was carried out by Health & Safety which included an action plan to ensure buildings could continue to be used safely as HSCP operations step back up through the recovery phase of the pandemic. All staff are urged to follow Government guidance in relation to the pandemic and particularly in relation to social distancing. As we start to move through the phases of recovery of COVID 19, we have to manage how staff will return to work and service users will re-engage with our services. It is imperative that all reasonable steps are taken to ensure the safety of our staff and service users accessing our services or buildings.

Responsibility

All staff are responsible for adhering to Government guidance relating to Covid-19 and adhering to Health & Safety regulations. HSCP Management are responsible to ensuring they provide a safe working environment for staff in line with these regulations and guidance.

Regular washing of hands with soap and water or the use of hand sanitiser and social distancing are the first line of defence

The HSCP will put rota's in place for staff who are permitted to access each building each day / week to ensure overall numbers in the buildings stay within safe limits in line with social distancing requirements and associated risk assessments compiled by Health & Safety. These could be rolling fortnightly / daily or weekly rotas. All staff are responsible for ensuring that they comply with these rota's and do not access buildings on their non rota days without prior approval of their line manager.

For Staff:

Where possible HSCP staff should try to maintain a distance of 2 metres from others whilst travelling by foot, car, or public transport, unless travelling with a household member. When using public transport a mask or face covering must be worn.

The office capacity has been reduced significantly to what it was previously.

The employer MUST demonstrate that they have taken all reasonable steps to ensure the safety of their staff and follow government guidance.

Any staff who have symptoms of the virus must stay at home (self-isolate) for at least 7 days from when their symptoms started and ask for a test

- The symptoms are a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste.
- You must also self-isolate again if someone you live with or someone in household has symptoms in line with government guidance

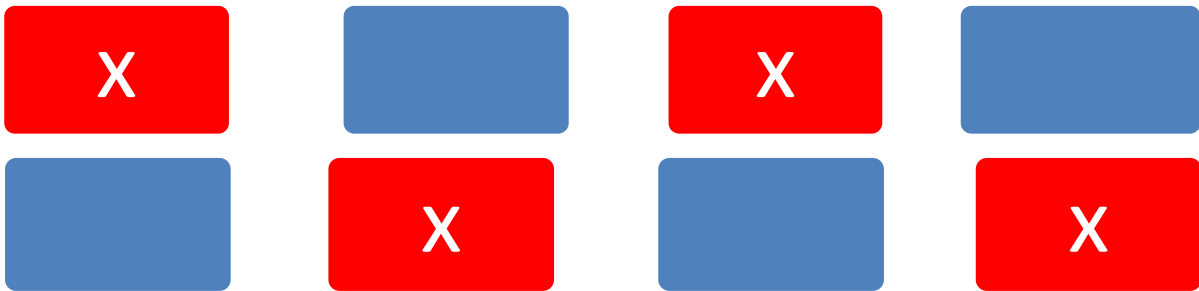
What needs to happen during recovery?

- Risk Assessments to be completed for each building to ascertain what actions are required.
- Line managers need to advise their staff the days or weeks they will be at work and which days to work from home.
- Staff who are in the office will only use work stations which are not marked with social distancing notices, these notices should not be removed.
- Work stations will be clean before and after use each day by staff and others using the work stations. Appropriate wipes will be in place to do so
- Signs for a one way system to be incorporated and should be followed at all times for all purposes. Please adhere to signage placed around the building
- Consider one way entry / exit in buildings for staff / service user if appropriate
- Staff need to be aware not to stop in walkways and talk to other staff who are seated next to the walkway.
- Hand sanitising units will be set up at the entrance areas to the building and each floor.
- Open reception areas will be screened off for social distancing to protect staff.
- Line managers need to ensure that staff apply social distancing at all times within their work area.
- Desk fans may be used within the buildings.
- Social distancing must be maintained in all meeting rooms and tables and equipment cleaned before and after each use. Wipes will be available to do this.
- No hot desking facility, named colleagues will share a desk space on a rotational basis.
- One person only in the building lift.
- New protocols for the use of stairwells have been put in place and signage is in place confirming that to minimise any potential risk of infection transference for staff on staircases staff should do the following:
 - PRIORITY – should be given to people coming up the stairs
 - LISTEN - for other people on the staircase, if possible wait on the landing till those people have passed
 - DON'T STOP – if you meet someone else on the staircase the person coming down should keep moving and turn their face away as the other person passes so they are not face to face with the person coming up the stairs to minimise the risk of infection
 - BE AWARE – please pay attention to your surroundings and who else is near you to minimise your and their risk
- The HSCP operates a flexi time system for some staff this allows for staggered start and finish times in all buildings to reduce crowding as people come in to or leave the building. This should be agreed with the line manager.
- Staff numbers within the kitchen areas will be restricted and staff are required to follow this guidance. Signage will be on kitchen doors
- Water coolers should be cleaned regularly throughout the day and staff should not use their own cup for drinking water from the water cooler. This is due to the risk of contaminating the nozzle of the water cooler. Staff should only use the cups provided, cups should be reordered for areas which have run out.
- All dishes and cutlery must be washed and put away after use.
- Food should not be shared or left out within the kitchen.
- Reduced washroom facilities. Toilet lids to be closed prior to flushing.
- Make use of outside space whenever possible.
- Reduce number of toys available in reception / family rooms /visitor rooms

- Staff should, where possible, avoid going between HSCP/other buildings on the same day
- The HSCP will continue to make use of remote working tools and technology to help avoid in person meetings. Where this is not possible meeting participants will be required to maintain 2m separation throughout and all participants will be expected to avoid sharing pens and other objects
- Each work station will be assessed to ensure that 2 metres social distancing can be applied safely and as such the diagram below shows how this will be done.

Office Layout

Example desk plan



Ventilation

If the building has a centralised ventilation system that removes and circulates air to different rooms, it is recommended that the recirculation is turned off and a fresh air supply is used. Wherever possible natural ventilation should be used within the building. Risk assessments should be used to ensure our staff are safe and will remain so during their time within the building. The risk assessment will identify any issues or actions to be completed. We currently have contractors assessing the ventilations systems within all our buildings and

Personal Protective Equipment (PPE)

Staff who do not work within a clinical or care area (e.g. offices,) are not required to wear a face mask unless social distancing is not possible. A supply of Fluid Resistant Face Masks (FRFM) will be made available for sessional use in each HSCP location as it is acknowledged that personal judgment will have to be exercised in relation to locations where the demarcation between works areas is not possible and the use of a face mask may be appropriate.

- For staff working in non-clinical areas, used PPE must be double bagged and placed into storage bins stored at identified areas close to sanitisation stations and domestic staff will remove after 72 hours.
- For staff working in clinical areas used PPE will be disposed of through the normal clinical waste stream.

Deep Cleaning

GGC Facilities Dept. will deep clean any GP practices who do not have NHS Cleaning Contracts - practices have standing operating procedures in place. NHS Greater Glasgow & Clyde Facilities team from Inverclyde Royal Hospital will deep clean Health Board

buildings. First point of contact is Health Centre Administrator followed by the Business Support Co-ordinator.

If a Council building requires a deep clean, it would be the external contractor Ethos who would carry this out, they can also do an electrostatic spray which kills off anything on surfaces. First point of contact is the Administrator for the building followed by Business Support Co-ordinator or Council Officers.

Changing areas for staff must be cleaned regularly and subject to the same social distancing restrictions.

For Service Users:

Risk assessments should be used to ensure the service users and staff are safe and will remain so during all appointments. The risk assessment will identify the best way to carry out the appointment/consultation.

- Appointments for services users accessing services should be scheduled accordingly to avoid too many people accessing the reception areas at one time
- Using Attend Anywhere / Near me: A virtual consultation using Attend Anywhere / Near me is likely to be more advantageous for service users when compared to a telephone conversation.
- Telephone consultation: A comprehensive new service user assessment by telephone is likely to be challenging given the obvious constraints but an enhanced triage and focussed assessment can be undertaken in individuals who are unable to use attend anywhere
- Face to face: When neither a virtual consultation nor a telephone assessment is possible or suitable, for example due to the individual mental state, a face to face assessment might be necessary. Where possible this must be undertaken at base and after initial contact having been made by phone to undertake a COVID risk assessment.

Criteria for face to face assessment (this will not cover all scenarios and used to guide individual clinical judgement)

- The person cannot manage a video or telephone call due to not having required equipment
- The nature of the appointment requires a physical examination
- The person requires an interpreter or has communication difficulties that would make a remote assessment not viable
- High complexity or risk to self or others
- Certain circumstances such as psychosis, cognitive impairment and incapacity should warrant automatic consideration of face to face assessment.
- An unsuitable home environment which would make a remote assessment inappropriate for e.g. concerns about domestic violence, lack of privacy

Protocols and further information is provided in the additional information section at the end of this document.

HSCP Buildings

The Health and Social Care Partnership have set out the number of work stations below for each building within the HSCP.

Hector McNeil House

76 work stations within the building

17 offices with work stations within the building

Total of 93 work stations where social distancing has been applied.

Crown House

48 work stations

19 Offices

Total of 67 work stations where social distancing has been applied.

Princess Street House

26 work stations on the ground floor

20 work stations on the first floor

Manager's office on ground floor

SWIFT room can provide 5 work stations

Total of 52 work stations where social distancing can be applied.

Hillend House

7 work stations on the 1st floor

10 work stations on the ground floor

Total of 17 work stations where social distancing can be applied.

Lomond View

9 staff within social worker's office (one at each pod)

1 staff member within social worker office

3 within reception area.

Total of 12 work stations where social distancing can be applied.

Inverclyde Centre

1 Reception

10 Big office

4 Small office

2 Team leader room

2 Duty room

Total of 19 work stations where social distancing can be applied.

Greenock Health Centre

8 work stations in the main business support office at reception

48 work stations.

Total of 56 work stations where social distancing can be applied.

Wellpark Centre

3 work stations in the reception office

3 staff within the ground floor office at reception

1 treatment room

Team Leads office 2 work stations

4 staff (1st floor office 1)

5 staff (group room 2)

5 business support office

Team Lead office 4

1 in Doctor's office

1 in second Doctor's office

1 in coordinators office

Total of 30 work stations where social distancing can be applied.

Port Glasgow Health Centre

7 work stations (Social Work)

1 social work manager office

4 work stations within individual offices CLDT

4 staff in the large office

4 work stations in business support office

2 staff in health visitor office

2 staff within the Speech & Language office

Total of 24 work stations where social distancing can be applied.

Gourock Health Centre

8 work stations within the health centre.

Total of 8 work stations where social distancing can be applied

Inverclyde Centre for Independent Living

4 work stations in the main business support office at reception.

29 work stations.

2 work stations within the store.

Total of 35 work stations where social distancing can be applied.

Home from Hospital Team within IRH

2 work stations for social worker

1 for nursing staff

Total of 3 work stations where social distancing can be applied

Skylark Unit with IRH

22 work stations.

Total of 22 work stations where social distancing can be applied.

Greenock Prison

1 Senior Social Worker office

2 Business Support Office

2 SPS Computer office (these staff work between social work office)

2 Social worker office (as above)

Total of 6 work stations where social distancing can be applied.

Unit 6 Kingstone Business Park

1 Unpaid works manager office

2 Case manager office 1 (Desk would need to be moved for two staff)

2 Case manager office 2

3 Large office

2 Unpaid work supervisor room

Total of 10 work stations where social distancing can be applied.

Greenock Court

2 Social work office

Total of 2 work stations where social distancing can be applied.

Additional information



Site Reopening
Risk Assessment.doc



Facilities Brief -
Coronavirus HCs



Facilities Brief -
Coronavirus GP -V2



Workplace
checklist.docx



covid19_staff_socdi
st_workplace_guidaroom



Family contact
and Cleaning