**COVID-19 Response Plan**

**Introduction**

The COVID-19 Response Plan details the policies and practices necessary for the employer to meet the Government’s ‘Return to Work Safely Protocol’ and to prevent the spread of COVID-19 in the workplace

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| **COVID-19 Policy Statement**  Channels and Choices is committed to providing a safe and healthy workplace for all our workers and clients. To ensure that, we have developed the following COVID-19 Response Plan. All Managers and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:-   * Continue to monitor and amend this plan in consultation with our workers * Provide up to date information to our workers on the Public Health Advice issued by the HSE and Government. * Display information on the signs and symptoms of COVID-19 and correct hand washing techniques * Provide the details of staff members who workers can turn to for advice and guidance * Inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements * Adapt the workplace, where necessary to facilitate social distancing * Keep a contact log of visitors to help with contact tracing * Provide our guidance and this policy to all workers * Develop a procedure to be followed in the workplace of someone showing symptoms of COVID-19 while at work * Provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work * Intensify cleaning in line with advice   All Managers and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions  This can be done through Paulette Holliday or Jessica Seal – 01304 361888  [Paulette.holliday@channelsandchoices.co.uk](mailto:Paulette.holliday@channelsandchoices.co.uk)  [Jessica.seal@channelsandchoices.co.uk](mailto:Jessica.seal@channelsandchoices.co.uk)  Signed: C:\Users\Paulette\Desktop\Paulette Signature.jpg Date: 16.07.20 |

**Responsible Persons for Performing Tasks**

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

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| **Responsible Person Task Register (Non-Exhaustive)** | | |
|  | **Tasks (non-Exhaustive list)** | **Responsible Person** |
| 1 | **Person responsible for overall plan** | Paulette Holliday |
| 2 | **Planning & Preparing to Return to Work** | Paulette Holliday & Jessica Seal |
| 3 | **Control Measures** | Paulette Holliday & Jessica Seal |
| 4 | **COVID-19 - Employee Information** | Paulette Holliday |
| 5 | **Dealing with a suspected case of COVID-19** | Paulette Holliday & Jessica Seal  All Line Managers/HoD |
| 6 | **Cleaning & Disinfection** | Jessica Seal  Cleaning Staff |
| 7 | **Return to Work Forms** | Jessica Seal |

**Employer Information**

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| **Employer Name** | Channels and Choices |
| **Workplace Address** | Kearsney Manor, Alkham Road, Temple Ewell, Dover, Kent CT16 3EQ |
| **Director/Senior Manager in the Workplace** | Ross Barnett, Steve Davison – Directors  Paulette Holliday – HR & Safeguarding Manager |
| **Type of Business** | Children’s Therapeutic Residential Care & Fostering Providers |
| **Number of Workers** | 75 Office Based Staff |
| **Phone** | 01304 361888 |
| **Email** | [info@channelsandchoices.co.uk](mailto:info@channelsandchoices.co.uk) |

**Checklists**

1. **Return to Work – Planning & Preparation**

The Planning and Preparation phase is critical to ensure a safe return to work and covers such items as information and guidance, return to work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures

Workers have been told to self-monitor for signs and symptoms of COVID-19 which have been explained to them and the return to work form will be used to assess worker’s health before they enter the workplace.

**Further information**

* Checklist No 1 – Planning & Preparation
* Return to Work Form

1. **Control Measures**

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities. Measures which must be complied with include:-

* Hand hygiene/hand sanitising
* Respiratory hygiene
* Physical distancing (wherever possible)
* Minimising contact
* Considering at-risk workers
* Visitors

**Further information**

* Checklist no 2 – Control Measures

1. **COVID-19 Induction/Familiarisation**

Workers need to be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees will include measures to prevent the spread of the virus. The following will be discussed and brought to the attention of workers:

* Communication system
* Return to work form
* Signs & Symptoms of COVID-19
* Information on how the virus is spread
* Control Measures to help prevent infection
* COVID-19 contact log
* Contact person within the organisation
* Changes to any risk assessments
* Minimising Contact
* Reporting Procedures

**Further information**

Checklist no 3 – COVID-19 Induction

1. **Dealing with a suspected case of COVID-19**

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

We have identified and marked an isolation area to be used to isolate the affected person from the rest of the workforce and procedures to be followed to enable them to safely leave the premises.

**Further Information**

* Checklist No 4 – Dealing with a Suspected Case of COVID -19

1. **Cleaning & Disinfection in the Workplace**

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched areas to be regularly cleaned and have, in addition, have asked workers to clean areas, such as toilets and kitchens to wipe down surfaces they have touched – posters are displayed in these areas. Reception area is being cleaned every 2 hours.

If there are any suspected cases of COVID-19 in the workplace then a deep clean will be authorised by our company cleaners.

Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any items brought in from home.

Cleaning staff will be given information relevant to this policy

**Further Information**

* Checklist no 5 – Cleaning & Disinfecting

1. **Workers Responsibilities in the Workplace**

Aside from the usual every day responsibilities that workers must comply with, the introduction of COVID-19 into society brings new challenges that workers need to be aware of so that they Return to Work Safely Protocol can be implemented effectively.

Workers must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to prevent the spread of the virus and report and issues or concerns they may have.

**Further Information**

* Checklist no 6 – Workers