

# COVID-19 Policy



## 1. Introduction

The COVID-19 pandemic presents a significant risk to the health and well-being of our clients and agency staff. This policy has been developed to provide guidance on how our care agency will respond to this risk and protect the health and safety of all those involved in the delivery of care services.

## 2. Objectives

The objectives of this policy are to:

- Protect our clients and agency staff from COVID-19.
- Minimise the risk of transmission of COVID-19.
- Ensure compliance with all relevant guidance and regulations.
- Maintain the continuity of care services to our clients.

## 3. Risk Assessment

A risk assessment will be conducted to identify the level of risk faced by our clients and staff. The risk assessment will include the identification of vulnerable clients and staff members and an assessment of the level of risk associated with the services provided.

## 4. Infection Prevention and Control

- All agency staff will be provided with personal protective equipment (PPE) and training on its use.
- Hand hygiene protocols will be implemented, and agency staff will be encouraged to wash their hands regularly.
- Environmental cleaning and disinfection protocols will be implemented to minimise the risk of transmission.
- Social distancing measures will be implemented where possible.

## 5. Screening

- Agency staff will be required to undergo a screening process before starting work.
- Agency staff may also be screened before entering the client's location on each visit.
- Screening will include temperature checks, LFT tests to identify potential exposure or symptoms.

## 6. Isolation and Quarantine

- Policies and procedures will be developed for isolating and quarantining staff who have tested positive for COVID-19 or have been exposed to someone who has.
- Agency Staff who have been in contact with a positive case of COVID-19 will be required to self-isolate.

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- Agency Staff who have tested positive for COVID-19 we will inform the clients they have worked with that week so they can if appropriate or required carry out testing on the service users at the location.

### 7. Communication

- Regular updates on the current situation will be provided to agency staff and clients.
- Changes to policies and procedures will be communicated to agency staff and were required to clients.
- Agency Staff will be provided with guidance on how to communicate the risks of COVID-19 to our clients if required.

### 8. Training and Education

- Agency Staff will be provided with training and education on infection prevention and control measures, use of PPE, and proper cleaning and disinfection procedures.
- Training will be provided on an ongoing basis to ensure that agency staff are up to date with the latest guidance and recommendations.

### 9. Contingency Planning

- Contingency plans will be developed to address potential agency staffing shortages due to illness or other issues related to COVID-19.
- Plans will be developed to ensure that the continuity of care services to our clients is maintained.

### 10. Risk Assessment for Visits and Outings

- Risk assessments will be conducted for visits and outings for clients that might be at high risk.
- Agency Staff will inform the client of the risks and provide the necessary precautions and protective equipment to ensure safety.

### 11. Review

- This policy will be reviewed regularly to ensure that it remains up-to-date and effective in managing the risk of COVID-19.

**Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED**



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