Crumbs COVID-19 Contingency/Risk Planning

‘What If’ Scenarios

**Date:** Tuesday, 6 April 2021

| **Ser** | **Scenario** | **Trigger** | **Immediate Response** | **Follow Up actions** | **Notification** | **Potential Mitigation** | **Impact** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | National Lockdown | Government announcement | 1. Close Centre for all but essential staff to maintain food service for residents and the vulnerable 2. Stop professional training for trainees | 1. Advise staff of requirements/ Send staff home /revise and implement new rota 2. Maintain online training with trainees in accordance with schedules | 1. Board Members 2. Aster Housing 3. BCP 4. Clients 5. Trainees/ Care workers etc | 1. Ensure stock of frozen meals for residents 2. Online training activities enhanced to mitigate impact on trainees 3. Trainers/staff to support training | HIGH |
| 2 | Local Lockdown | BCP or Public Health Dorset announcements | 1. Close Centre for all but essential staff to maintain food service for residents and the vulnerable 2. Stop professional training for trainees | 1. Advise staff of requirements/ Send staff home /revise and implement new rota 2. Maintain online training with trainees in accordance with schedules | 1. Board Members 2. Aster Housing 3. BCP 4. Clients 5. Trainees/ Care workers etc | 1. Staff shift teams in operational ‘bubbles’ to minimise contacts and maintain service 2. Trainees in shift and training 1-1 bubbles to reduce contact and risk 3. Management team to alternate shift patterns and working from home to minimise contacts and maintain service | HIGH |
| 3 | Hibberd Court records infection in residents | Notification from Aster Housing/BCP/PH Dorset | 1. Follow advice from PH Dorset 2. Option 1 - Temporary closure 3. Option 2 - Full closure | 1. Instigate deep clean protocols - to follow Aster procedures 2. Provide reduced food service post deep clean if allowed by PHD/BCP 3. Suspend professional training as advised by PH Dorset/BCP 4. Resume online lockdown training | 1. Board Members 2. BCP - Social care 3. Clients - if full closure 4. Trainees/ Care workers etc | 1. Ensure stock of frozen meals for residents 2. Online training activities enhanced to mitigate impact on trainees | HIGH |
| 4 | Confirmed case of Covid-19 - Staff/Volunteer/Trainee | Notification from: NHS Test & Trace/BCP/ PH Dorset or individual | 1. Contact PH Dorset PHT 2. Instigate case details (Annex A) 3. Temporary closure | 1. Instigate deep clean protocols 2. Suspend professional training as advised by PH Dorset/BCP 3. Online training to continue | 1. Board Members 2. Aster Housing 3. BCP - Social care 4. Trainees/ Care workers etc | 1. Ensure stock of frozen meals for residents 2. Online training activities enhanced to mitigate impact on trainees | MED |
| 4.1 | Close contacts identified | 1. Within 2 metres for more than 15 minutes 2. Within 1 metre for 1 minute 3. Travelled in a small vehicle 4. Contacted by NHS Test & Trace | 1. Contacts are to Self -isolate for 10 days 2. Crumbs inform co workers of the case without naming the individual - may be required to self isolate if notified by Trace & Test 3. Contacts to book a test if symptoms occur 4. Temporary closure if advised by PHT | 1. Instigate deep clean protocols 2. Suspend professional training as advised by PH Dorset/BCP 3. Reschedule staff to maintain services if possible - will depend on number of staff self isolating | 1. Board Members 2. Aster Housing 3. BCP - Social care (if appropriate) 4. Trainees/ Care workers etc | 1. Staff shift teams to minimise contacts and maintain service 2. Management team to alternate working from home to minimise contacts and maintain service | MED |
| 4.2 | Suspected case of Covid-19 - Staff/Volunteer/Trainee | 1. Individual reports potential symptoms (See Flowchart at Annex B) | 1. Advised to go home 2. Individual to self isolate 3. Book a test | 1. If test is positive follow actions for Scenario 4.1 as above. 2. If negative undertake individual risk assessment prior to return to work 3. If inconclusive complete 10 days self isolation | 1. Board Members 2. Aster Housing 3. BCP - Social care if appropriate 4. Trainees/ Care workers etc | 1. Staff shift teams to minimise contacts and maintain service 2. Management team to alternate working from home to minimise contacts and maintain service | MED |
| 5 | Close contact of Staff/Volunteer/Trainee tests positive | 1. Individual notified by NHS Test & Trace to self isolate 2. Are a member of the same household as someone who has symptoms or tested positive | 1. Support individual through self isolation | 1. Inform co workers 2. Ensure they receive the appropriate pay 3. Reschedule staff to maintain services if possible - will depend on number of staff self isolating | 1. Board Members 2. Aster Housing 3. Trainees/ Care workers etc | 1. All above measures already in place 2. Inform all staff of the measures to be taken 3. Review and re-emphasise all Covid-19 mitigation and control measures | MED |

Annex A

Crumbs COVID-19 Contingency/Risk Planning

Notification Case Details

Location: Crumbs - Hibberd Court Hibberd Way Bournemouth BH10 4 - Local Authority: Bournemouth, Christchurch and Poole Council

Contact Details: 01202 519320 [info@crumbs.org.uk](mailto:info@crumbs.org.uk) Date of Notification:

Type of Premises: Food Production and Training - within sheltered accommodation

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Incident/ Event | Individual(s) affected | When last on Premises | Role | Known Links to Covid-19 cases | Individuals with whom they had close contact | Actions taken | Notifications |
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Annex B

### Reference Documents

1. Guidance : NHS Test and Trace service in the workplace
2. COVID-19: management of staff and exposed patients or residents in health and social care settings
3. Coronavirus (COVID-19): adult social care guidance
4. Maintaining records of staff, customers and visitors to support NHS Test and Trace
5. COVID-19: Guidance for the safe use of multi-purpose community facilities
6. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection