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 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