

## Re-opening Check-list

Covid-19 pre-return checklist		Yes
<b>A</b>	<b>General health and safety check of the building</b>	
	Is there a named person responsible for ensuring the building meets the requirements/regulations both before the Covid 19 outbreak as well as the new requirements/guidance as a result of the pandemic.	✓
	Tony See	
	Is there a deputy who has been kept informed and is able to take over these responsibilities in the case of the responsible person above being absent	✓
	Gary See	
	Has the building been suitably adapted to maximise social distancing, for example, one-way systems, appropriate distance markings on the floor	✓
	Floors clearly marked and signage displayed	
	Is there clarity on the number of people that are allowed in any one room/space at the same time and has this maximum number been prominently displayed	✓
	Doors are clearly marked with max capacity - 14 in main room and 6 in back room	
	Have the use of entrances and exits been adapted in order to maximise safety for example one door for entry and another for exit	✓
	f companies have been allocated entry and exit ways YVYC to use back entrance.	
	Have any areas of the building that are not to be used been cordoned off appropriately	✓
	Computer Room, hall, café and kitchen (cooking room) are closed.	
	Are all staff aware of the importance of maintaining effective ventilation throughout the building	✓
	All staff are aware of the need for ventilation windows and non fire doors to be left open. Wherever possible activities will be conducted outside.	
	Have you updated your first aid procedures to reduce the risk of Covid transmission	✓
	Have you had to adjust any fire procedures, including evacuation of the building, as a result of making the building more Covid secure	
	Our fire exits have not changed and are easily accessed from our working space. Other rooms which are usually used by the groups are temporarily out of bounds.	

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	Have you checked with your insurers that all insurances remain valid under the changed circumstances which you now operate under	✓
	No changes needed but records to be kept of any Covid-19 cases and how they were handled.	
	If your building has been left empty for a period of time have you considered health and safety implications for example issues around Legionella	✓
	Professional Legionella test has been carried out in May	
	Has the person responsible for keeping the building covid secure, read Public Health England's "Cleaning in a non-Healthcare setting" ( link below)	✓
	Tony See	
<b>B</b>	<b>Infection Prevention and Control</b>	
B1	<b>Social Distancing</b>	
	Have rooms been arranged to allow more space between individuals and have they been suitably marked so that individuals are more aware of how to comply with social distancing requirements	
	Seating and desks to be re-arranged and markings placed on floor indicating 2m social distance and one way system. Videos explaining the new layout and how to social distance to be produced and delivered via zoom to staff/parents and service users.	
	Is there appropriate signage on social distancing and any other information that is needed to be communicated in order to create a safer environment. Does this signage include easy read and are there procedures in place to verbally reinforce information if required	✓
	Additional easy to understand signage to be produced.	
	Have you risk assessed people who cannot maintain social distancing and made the relevant adjustments to their support	
	Individual risk assessments to be carried out on all service users. PA's to ensure social distance with their charge.	
	How will you ensure social distancing is maintained when using toilets and communal areas	✓
	Toilets re clearly marked 1 in 1 out. Larger disabled toilet at front of the building can be used for providing personal care if needed. Other communal areas are well sign posted with distance markers	
B2	<b>PPE</b>	
	Do you have access to an adequate supply of PPE	✓
	Where do you get you PPE supplies from	

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	Bought from local shops. Donated from carers/parents/ possible from KMBC	✓
	Do you have a covid -19 outbreak plan which includes having a named person who would be responsible for taking the appropriate action in the case of a further outbreak	✓
	New policy created	
	Have you clear policies on providing personal care and the use of PPE in such circumstances	✓
	YVYC does not provide personal care. Personal care is provided by an individuals PA. All PA's have undergone relevant PPE training. The disabled toilet at the front of the building should be used for personal care. If a member of staff or volunteer should need to deliver personal care, staff have information sheets on how to put on and safely remove PPE.	
B3	<b>Hand Washing and Hygiene</b>	
	Do you have appropriate hand washing facilities with clear and appropriate signage	✓
	Additional signage being produced by service users	
	<i>What handwashing materials do you have (yes/no)</i>	.....
	Running water with access to <b>liquid</b> soap	✓
	Hand Sanitiser stations with skin friendly wipes and alcohol hand rub/sanitiser	✓
	Do you have hand sanitiser stations (as a minimum outside toilets and at the entrances and exits) and are staff aware of how to ensure service users, visitors and staff sanitise their hands appropriately	✓
	stations and signage at both entry points. Stations set up inside each room and outside toilets.	
	Do you have foot operated bins for tissue disposal	
	Lidded bins	✓
	What hand washing facilities do you have	
	Sink in main room, small kitchen next to back room and toilets. Each sink stocked with soap, hand gel and paper towels.	
	Are tissues and litter bins available in all appropriate areas	✓
	Are all staff aware to reinforce that handwashing must be repeated regularly	✓
	Allocated staff to monitor	
	Is there signage that specifically relates to hand washing and is this information in an accessible format	✓
	Additional hand washing signange to be created by service users	

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B4	<b>Unnecessary items and soft furnishings</b>	
	Have any unnecessary items and items which cannot be cleaned easily been removed from rooms and communal areas	✓
	Rooms cleared 09/07/20	
	Have usual activities been risk assessed to reduce transmission of covid, such as activities which have previously included sharing objects	✓
	No service users will be sharing. All service users will be given individual packs.	
B5	<b>Frequently touched surfaces/cleaning</b>	
	<i>It is necessary to frequently clean certain communal areas such as door handles and kettles for example</i>	
	Are there clear procedures and processes in place to enable regular cleaning in particular toilets and any areas where personal care is carried out	✓
	Cleaning check lists and rotas being created. New cleaning protocol to be delivered during training day	
	Is there a named person who takes overall responsibility for the cleaning regime	✓
	There is a staff rota. Manger oversees cleaning regime	
	<i>Any equipment that needs to be shared must be fully cleaned between users this includes computer keyboards pens and pencils is this incorporated into the cleaning procedures</i>	
	This is included in cleaning rota.	
B6	<b>Managing Covid-19 symptomatic Service users</b>	
	Service users are not allowed into the building if they are symptomatic. A temeperature is taken outside the buidling and medical questions asked. If they appear symptomatic they will be sent home and asked to follow the stay at home government advice.	
	What measures are in place in the service user starts to exhibit Covid 19 symptoms whilst in the service and what steps should be taken to ensure they are isolated from other people until they can be escorted home	

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	If a service user exhibits covid-19 symptoms whilst at the centre they must go home immediately. They must avoid touching anything and be allocated a specific toilet if needed. If they have to wait for a lift they will be isolated in the designated area in the corridor between both rooms. Their work area/seat will be cleaned and left unused. They must follow the stay at home government advice, and request a test if necessary. It is important that the service user and manager stay in contact and keep up to date with the state of the individuals health.	
B7	<b>NHS Track and Trace</b>	
	A new daily register will be completed detailing the people working in each bubble. This information can be shared with NHS track and trace. Parents/carers must adhere to NHS track and trace and keep YVYC informed regarding any positive Covid-19 result. The following 2 links should be checked for information	
	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	
	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a>	
B8	<b>Testing</b>	
	See government guidance on who can and how to get tested	
	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>	
<b>C</b>	<b>Offer</b>	
	Have other ways been considered in meeting individuals needs without them attending the centre	✓
	<a href="#">Online activities including Facebook Lives and zoom meetings. Whats app groups and staff visits to service users homes.</a>	
	Has consideration been given to reduce the number of days and hours people attend the centre in order to reduce the total numbers in the building at any one time as well as being able to offer more people a service	✓
	<a href="#">New rota and timetable has been produced. Less service users in each day, smaller groups. Staggered arrival times and shorter</a>	
	Is there a plan to keep service users in covid bubbles (please explain)	✓
	<a href="#">There are 2 rooms in use. 6 in 1 room and 14 in the other. The group will split into 3 groups (bubbles) ensuring people who live together or travel to work together are placed in same bubble. Timetable to be drafted following the full service user risk assessment. Most days the number of people attending the service will be less than the allowed number in each room.</a>	
	Have you considered changing the opening times of the centre	✓

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	Opening times have changed to enable set up in morning and cleaning at end of day.	
<b>C1</b>	<b>Consistent bubbles</b>	
	A daily register is kept of all staff and service users in each bubble. Staff and the people they support will stay (where possible) in the same group/bubble throughout the week and preferably in the same room. Arrival and departure times are staggered for each group. Furniture and activities in each room are 2m apart. If staff need to work in close proximity face masks will be worn.	
<b>D</b>	<b>Transport</b>	
	<i>The default position for transport is that service users, with the support of the family where necessary, should make their own travel arrangements and where possible avoid public transport.</i>	
	How have the users of your service and families been made aware of the risk of using public transport including taxis	✓
	Most staff and service users travel by car or are transported by family members. The few that use public transport are aware of the need to wear face coverings. We use a 17 seater mini bus for trips out. If this is to be used (max 6 passengers) all passengers will need to wear face masks. A deep clean of the mini bus will take place prior to its use.	✓
		✓
<b>E</b>	<b>Meals</b>	✓
	Have you discussed with the service users/families and staff provision for meals and snacks.	✓
	Packed lunches, soft drinks and break time snacks are to be brought in to the centre. There is no kitchen facility. Food can be warmed up using a microwave and allocated staff will be on hand to do this. There is no on site cafe or vending machine.	
	Have you considered how best way to provide drinks and how mugs and cups will be cleaned effectively.	✓
	Staff and services have their own labelled mugs. Staff are responsible for making hot drinks and washing up. Staff rota in place	
<b>F</b>	<b>Numbers and prioritisation of face-to-face and group activities</b>	
<b>F1</b>	<b>Re-assessing needs and preferences</b>	

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	Groups sizes have been reduced. Face to face activities have been amended to ensure activities can be conducted safely ensuring social distancing. Individual risk assessments have been undertaken for each service user identifying anyone who is shielding or falls into the extremely vulnerable category. Risk assessments have helped staff put together plans to help manage people with behaviours which challenge services for example hitting or being unable to observe the social distancing rules. The manager has been in contact with parents/carers. An online program of activities will continue in addition to staff visits for those service who are unable to attend face to face .	✓
<b>F2</b>	<b>Transition support</b>	
	Posters and videos showing the changes have been created to help service users visualise changes in place. Games conducted via zoom and facebook live are underway which help service users understand what changes are taking place and why they are	
<b>G</b>	<b>Staffing</b>	
	As an employer you have a legal responsibility to protect workers and others risk to their health and safety. This means you need to think about the risks they face and to do everything practical to minimise them (recognising you cannot eliminate the risk of Covid 19 completely) more guidance is available at <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>	
	Have you conducted a risk assessment for your staff	✓
	Health questionnaire, telephone conversations and government self assessment for return to work. Staff will receive a well-being questionnaire prior to returning which needs signing and will act as a disclaimer	
	Do you have sufficient staffing levels when taking account of the new working arrangements	✓
	Are staff aware of their responsibilities in relation to self-isolation	✓
	Are you aware of how staff can be tested if they are showing symptoms	✓
	Are staff able to travel to work safely	✓
	Have staff received infection control and prevention training and if so from where	✓
	Made aware via NHS and Gov.uk websites. Training day planned 28/07/2020 <a href="https://www.skillsforhealth.org.uk/covid-19-course">https://www.skillsforhealth.org.uk/covid-19-course</a>	
	Have staff only been trained in the use of PPE this includes both putting it on and taking it off safely and disposing of used items	✓

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	All Pa's providing personal care have been fully trained when using PPE. Public Health England Leaflet available	
<b>H</b>	<b>Staff and visitors</b>	
	How will you ensure you identify anybody who is symptomatic	
	Temperature are taken outside the building and medical questions asked. Any staff or vistor with symptoms will not be allowed	
	What are your policies for managing symptomatic staff	
	If any staff exhibits covid-19 symptoms whilst at the centre they must go home immediately. They must avoid touching anything and be allocated a specific toilet if needed. If they have to wait for a lift they will be isolated in the designated area in the corridor between both rooms. Their work area/seat will be cleaned and left unused. They must follow the stay at home government advice, and request a test if necessary. It is important that they stay in contact with the mager and keep the team informed.	
<b>I</b>	<b>Service users</b>	
	Can you confirm that the Service User Checklist has been completed for all those currently receiving a service and those who are due to return in phase 1	✓
	Risk assessmnet for each service user has been conducted.	
	<b>Cleaning in non- healthcare settings</b>	
	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	