



## COVID - 19 STATEMENT

It is our priority that the health and wellbeing of our service users and staff are at the forefront of the services that are on offer at this moment in time. White Lodge have taken the following precautions to protect the White Lodge community.

- Limited face to face services were deemed necessary, with the majority of services by video link/ telephone/social media, see update on website
- All staff that can work remotely are now working from home
- Staff classified as shielded or vulnerable, who are unable to work from home, have been furloughed
- Rigorous protocols in place for cleaning, social distancing, PPE and infection control on site
- Only essential visitors will be permitted on site
- This is a fluid changing situation, this is constantly being reviewed

Further reading:

- White Lodge workplace risk assessment (below)
- Policy Covid-19 Adults
- Policy Covid 19 Nursery
- Policy Covid 19 Short Breaks



## White Lodge COVID 19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

| What Are the hazards?          | Who might be harmed   | Controls Required   | Additional Controls  | Action by who? | Action by when? | Done |
|--------------------------------|---|---|--|----------------|-----------------|------|
| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to our premises</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Pregnant workers</li> <li>All our service users</li> <li>Anyone else who physically comes in contact with White Lodge premises</li> </ul> | <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li>Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> | <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.</p> | JW             | 15/5/20         | /    |
|                                |   |   |  | JW             | 22/5/20         |      |



|  |  |  |   |                               |  |                   |
|--|--|--|---|-------------------------------|--|-------------------|
|  |  | <p><b>Cleaning</b><br/>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Check list and guidance for staff of when they are finishing working in an office</p>   | <p>Rigorous checks will be carried out by Facilities Coordinator to ensure that the necessary procedures are being followed.</p> <p>Hard to clean toys removed from family room</p> <p>Stations with cleaning materials for staff to wipe down offices, check list to be put in place with number allowed in office</p>   | <p>JW</p> <p>JW</p> <p>JW</p> | <p>On-going</p> <p>21/5/20</p> <p>26/5/20</p>                |                   |
|  |  | <p><b>Social Distancing</b><br/>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks</p> <p>Redesigning processes to ensure social distancing in place, this will be reflected in our face to face service delivery</p> | <p>Only one person/family at reception use family room</p> <p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Markers on corridors</p> <p>Limited access to buildings</p> <p>Staff to be discouraged to move between buildings</p> <p>Perspex to be fitted to Pathways reception</p> | <p>JW</p> <p>JW</p> <p>JW</p> | <p>On-going</p> <p>20/5/20</p> <p>26/5/20</p> <p>20/5/20</p> | <p>/</p> <p>/</p> |



|  |  |   |   |   |   |  |
|--|--|---|---|---|---|--|
|  |  | <p>Many services to be run via telephone, virtual hubs, social media.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Staff room to have limited numbers</p> <p><b><u>PPE</u></b></p> <p>All staff to follow government guidance when working with our service users</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to be tested immediately, as White Lodge is seen as a keyworker staff have priority. <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a> and</p> | <p>Signing in books to be moved</p> <p>Shop to be closed and all books etc. removed from corridors</p> <p>No second hands goods to be accepted</p> <p>Staff to be encouraged to bring in cool bag with lunch and not use fridge</p> <p>Staff to be encouraged to use own crockery and cutlery</p> <p>All crockery and utensils to be removed from staff kitchen, tea/coffee/milk/sugar will be individual sachets. Containers to be removed</p> <p>Ensure enough stock in place including masks, gloves and aprons</p> <p>Internal communication channels and cascading of messages through line managers will be</p> | <p>TB/MH</p> <p>ALL</p> <p>ALL</p> <p>LR/JC</p> <p>LR/JW/JM</p> <p>SMT/T.CO</p> | <p>26/5/20</p> <p>On-going</p> <p>On-going</p> <p>22/5/20</p> <p>On-going</p> <p>On-going</p> |  |
|--|--|---|---|---|---|--|



|  |  |  |  |     |          |  |
|--|--|--|--|-----|----------|--|
|  |  | <p>seek further advice from their line manager</p> <p><b><u>Mental Health</u></b><br/>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help<br/>Reference -<br/><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a><br/><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> | <p>carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> | SMT | On-going |  |
|--|--|--|--|-----|----------|--|

End