

NURSDOC

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PANDEMIC

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PANDEMIC POLICY AND PROCEDURE

1. PANDEMIC POLICY

Nursdoc recognises that the WHO has declared COVID-19 can be characterised as a Pandemic on 11 March 2020. Nursdoc however, will ensure that it reviews the Pandemic Policy and Procedure and will complete the checklist to ensure that the business is prepared and that robust business continuity plans are in place. Nursdoc will ensure that staff have access to the Coronavirus Fact Sheet within the Forms section of this document.

2. REDUCING THE RISK OF CONTRACTING OR SPREADING THE VIRUS

Nursdoc will ensure that staff follow the WHO and NHS advice to reduce the risk of contracting the virus and the risk of spreading it. The following procedures must be followed;

Wash your hands regularly and properly for at least 20 seconds (2 verses of Happy Birthday) by using soap and running water.

Use hand sanitiser when it is not possible to wash hands with soap and water. Hand sanitiser must contain 60% alcohol to be effective.

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing (social distancing). When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain the virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease

Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene. Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. If you do not have a tissue, use your sleeve. Then dispose of the used tissue immediately and wash your hands, or use hand sanitiser if you do not have immediate access to soap and running water. Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early. It is very unlikely to be coronavirus if you have not been in close contact with someone with confirmed coronavirus or you have not been to a country or area with a high risk of coronavirus in the last 14 days. If you have either travelled or have been in contact with a person who has been confirmed as having COVID-19, do not go directly to your GP or hospital, use the 111 coronavirus Service, or call 111. If it is a medical emergency call 999 but explain that you have either travelled or had contact with a confirmed case of coronavirus.

Stay informed and follow advice given by 111, Public Health England or NHS. National and local authorities will have the most up-to-date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

People who feel unwell should stay at home and should not attend work but must speak to Nursdoc as soon as they feel unwell.

3. HANDWASHING

STAFF SHOULD WASH THEIR HANDS:

- Before leaving home
- On arrival at work
- After using the toilet
- After touching pets
- After breaks and sporting activities
- Before food preparation
- After using public transport
- Before eating any food, including snacks
- Before leaving work
- Arriving at home
- At anytime where you feel there may be cross contamination

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SIGNED:	 Marc Stiff – Group Managing Director