

# Rosebery Centre Procedures on Flu/Epidemics



**The aim** of this plan is to supplement Rosebery Centre, Polbeth, West Calder, Business Continuity Plans.

## **OBJECTIVES**

The objectives of this plan are to:

- Ensure that the Rosebery Centre complies with its Business Continuity duties.
- Ensure that the Rosebery Centre employees are not put at avoidable risk from an influenza pandemic whilst at work.
- Ensure that essential services to the community are maintained.
- Ensure that the Rosebery Centre fulfils its commitments in the event of a flu pandemic.

## **GRADUATED RESPONSE SYSTEM**

A1 Normal - Nothing unusual is occurring and there are no warnings or alerts in force

A2 Enhanced Status - There are no significant incidents, but an overall assessment of the situation reveals that there is likely to be an increased demand on resources and services or the ability to deliver them may be adversely affected. In the National Response, this is likely to be at the 'Detection' stage.

A3 Standby - A significant situation has occurred or is about to occur which has not been declared a 'major incident' but has the potential to become one and/or requires additional inter-agency co-ordination. In the National Response, this is likely to be at the 'Assessment' stage.

A4 Declared Emergency - An emergency has occurred or is about to occur which has been declared a 'Major Incident' by one or more of the emergency services or local authorities OR a disruptive incident has or is about to occur. In the National Response, this is likely to be at the 'Treatment' stage.

A5 Recovery – Is the process of returning to normal working and review of actions taken

### **The main symptoms being reported include:**

- |                |                          |
|----------------|--------------------------|
| – Fever        | – Sore tummy             |
| – Cough        | – Cold/Flu-like symptoms |
| – Sore throat  | – Headache               |
| – Muscle aches |                          |

These symptoms are consistent with respiratory viral illnesses such as the common cold, respiratory syncytial virus (RSV) and influenza. Respiratory viruses are spread by breathing in droplets produced when a person coughs or sneezes. You can also catch the virus by touching the surfaces that the droplets have landed on if you pick up the virus on your hands and then touch your nose or mouth.

Key advice for staff and carers in the work/home the risk of catching or spreading flu/cold-like illness can be reduced by:

- Regular handwashing with liquid soap and running water
- Covering nose and mouth when coughing or sneezing
- Using a disposable paper tissue, disposed of immediately after use.
- Good general cleaning of surfaces that everyone often touches, e.g., light switches, door handles, toilet flushes and tap heads.  
<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/common-cold>  
<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/flu>
- Staff, service users, and volunteers should not return to work/day centre until completely well and 48 hours after symptoms have ceased.

### **STAFF PREVENTION**

Encourage all employees to get a seasonal flu vaccine each fall.

Provide resources to employees about where they can get a flu vaccine in their community.

Develop and review sick leave policies that encourage sick workers to stay at home without fear of any reprisals.

Advise all employees to stay home if they are sick until at least 24 hours after their fever\* (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) is gone without the use of fever-reducing medicines.

Not everyone with flu will have a fever. Individuals with suspected or confirmed flu, who do not have a fever, should stay home from work at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.

Sick employees should be asked to go home. Employees who appear to have a flu symptom upon arrival or become sick during the workday should be promptly separated from others and asked to go home.

Instruct employees who are well, but who have a sick family member at home with the flu, that they can go to work as usual. These employees should monitor their health every day and notify their manager and stay home if they become sick. Employees who have a certain underlying medical condition or who are pregnant should promptly call their health care provider for advice if they become sick.

Provide resources and a work environment that promotes preventive actions to reduce the spread of flu. For example, provide tissues, no-touch trash cans, hand soap, and/or hand sanitizer.

Provide workers with up-to-date information on flu risk factors and preventive actions. Encourage hand hygiene by, easy access to running water and soap or alcohol-based hand rubs.

### **MONITORING**

To check our working conditions, and ensure our safe working practices are being followed, we will

- Carry out Risk Assessments appropriately
- Monitor Sickness absences
- Responsible for investigating accidents  
The Manager
- Responsible for investigating work-related causes of sickness absences  
The Manager
- Responsible for acting on investigation findings to prevent a reoccurrence  
The Management Committee

## **INFECTION CONTROL**

- Carers should notify the Rosebery immediately of any infectious illness relating to their family member.
- Volunteers and staff should immediately notify the Rosebery Centre of any infectious illness affecting them.
- In the event that there is a possibility of infection within the day Centre, the infected person should be asked to refrain from attending. They must be clear of virus or infection for 48 hours at least before returning to the Rosebery Centre.
- In extreme circumstances, all service users, carers, staff, volunteers and management committee should be advised of the situation.
- Advice should be taken from any necessary statutory service, e.g., health, social work or environmental health.

## **CONTINUITY PLAN IN THE EVENT THAT INFECTION/ILLNESS, EXTREMELY INCLEMENT WEATHER CAUSES THE ROSEBERY TO CLOSE**

- The manager will contact all carers before 8 am.
- The manager will ensure all clients will have heating and a hot meal in their own home.
- If a carer has something urgent to attend to, e.g., hospital appointment, funeral etc., the manager will endeavour to have a sitter arranged if the carers are unable to do so.
- The manager will contact all volunteers.
- When the Centre has a restart date, the manager will contact carers and volunteers regarding the new situation and time of restart.

## **CONTINGENCY PLAN FOR 15% OR MORE STAFF ABSENCES DUE TO EPIDEMIC/PANDEMIC**

- Staff members will contact manager in the event of absence due to sickness, recent travel to an affected area, or recent contact with someone who is sick or has travelled to an affected area.
- In the event of an epidemic/pandemic any staff infected by the virus must remain off work to minimise its spread. Staff who display symptoms would be sent home and advised not to work until they have fully recovered. Any staff who have recently travelled to an affected area, or recently had contact with someone who is sick with the virus or has travelled to an affected area would be sent home and advised not to work until after the incubation period of the virus (e.g., two weeks).
- If remaining staff are unable to cover the absence(s), the manager or deputy manager would fulfil their duties. If required, remaining staff would be asked to delay annual leave or other time off. Dedicated trained volunteers would be asked to provide assistance. As a last option, the Centre would employ agency worker(s) to assist care staff in the running of the Centre.
- In the event that staff and members were deemed vulnerable to the virus because of the work environment and/or the correct ratio of staff:members could not be maintained and/or all management staff were absent, carers and members would be contacted and told that the Centre cannot open due to sickness and/or unavoidable circumstances.
- Staff who were not affected by the illness would be asked to do home visits to ensure members had some form of interaction.

**Staff are all to read and sign this document to ensure manager that you have a good understanding of the procedures.**