

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

COVID-19 Policy and Procedure

To be read in association with the Health and Safety & Infectious Diseases and Control Policy.

We encourage all persons to which this policy relates to always follow the current government guidelines and advice as found here: www.gov.uk/coronavirus

Beyond Limits have introduced a Covid-19 support email address if you are concerned, worried or need clarification: covidhelpline@beyondlimits-uk.org

We also have an EAP (Employee Assistance Programme) which offers free support and advice for all staff and their immediate family: www.healthassuredeap.co.uk | 0800 030 5182

Covid-19 Policy – what this means to Beyond Limits

This policy applies to all our employees as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites, premises, or with the people we support and their families.

Beyond Limits will always adhere to the most recent government guidelines and as a result significant changes have been made to how we work in our offices and at the homes of the people we support. For the people we support individual measures are in place around the use of PPE (Personal Protection Equipment), monitoring temperatures, good hand hygiene and cleanliness.

Our offices have clear signage and guidance to follow social distancing guidelines, hand sanitising stations, temperature monitoring on arrival and PPE is also provided. These measures are not exhaustive and will change in line with government guidance. As an employee you must also follow and support these guidelines.

Beyond Limits has implemented a range of changes and processes to enable all staff to work as safe as possible and to limit the impact this may have on the people we support. All our offices have clear reminders of the current government guidelines. Anyone visiting these will have their temperature taken and be signed in for fire safety and track & trace purposes. For non-office-based employees visits to the offices must be agreed in advance with the admin team to ensure safe social distancing can be maintained.

Around the offices there is a range of signage and instructions to help people maintain safe distances including limiting how many people can use the lift/stairs and occupy rooms. There are markings on the floors and furniture to assist with this. Numerous hand sanitising stations have been installed and PPE (Personal Protective Equipment) is available for anyone requiring it.

Most meetings and training are now held online to help reduce the risks associated with people meeting in groups. Meetings and training that do happen face to face are carefully regulated with limits on numbers able to attend and strict cleaning and PPE measures are in place.

All new staff as part of their induction are required to complete Infection Control training alongside general Health & Safety. Existing staff also have access to the same Infection Control training course and must also complete this.

All employees have been sent weekly Covid tests to complete at home and have been encouraged to do these. This data is reviewed and communicated to individual teams weekly.

All staff and people we support have been offered their Covid vaccine. Where the vaccination has been declined, there is a safety assessment in place.

A range of other measures have been implemented and are summarised below. The full documents and details are accessible to all the relevant people and are updated as and when is necessary to reflect current government guidance.

All the information below can be viewed in the Covid-19 Folder on the Office Private Drive. If employees, people we support, families or contractors want to view this policy they can do this by contacting the admin team (info@beyondlimits-uk.org) or by phoning 01752 546449.

Business Continuity Plan for COVID-19

This was developed early on before Covid-19 officially became a pandemic and links in with the organisational business continuity plan as a whole. It is regularly reviewed and contains the following:

- Identifying the risk category for individuals we support if their service is affected
- Keeping the people we support, their families, frontline and office staff safe

Daily COBR (Coronavirus Briefing) Meetings

These meetings are held daily at 0930 Monday to Friday with the Central Team. All updates, changes and anything related to Covid-19 is discussed in this forum. This information informs our actions.

- Discussing new government guidance and planning information sharing
- Checking and responding to the Covid-19 helpline emails
- Checking PPE stock levels
- Reporting and reviewing Covid-19 cases
- Recording Covid vaccinations and the reasons for not having a Covid vaccination
- Reviewing weekly home testing data
- Daily Situation Reporting to the Local Authority – SITREP

Individual Contingency Plans (ICPs)

ICPs have been individually created for people we support, their family, connections and their teams. These are reviewed whenever there is new guidance set by the Government of if the person needs any changes:

- Current government guidance
- How this is communicated to the person
- Possible activities during the pandemic
- When and how to wear PPE
- How to remove and dispose of PPE safely
- What to do if an employee has symptoms at home
- What to do if an employee has symptoms at work

- What to do if an employee's direct family has symptoms
- How to ensure the persons home is cleaned regularly
- Track and Trace information
- Temperature process – when and how

Weekly Briefings

This takes the form of an email to all staff summarising important organisational changes or any government updates or developments. Where there are significant changes or updates the frequency of these emails are increased. The email might include such things as:

- New government guidance
- Information on staff welfare

Workforce Movement Tracker

This is a spreadsheet that has been developed in line with NHS England's Winter Plan. This spreadsheet is reviewed on a weekly basis by the Service Leaders meaning we are aware of who has been in contact with who and can minimise contact when required.

- Identifying who works over for than one team. This is reviewed weekly
- Covid-19 Absence Reporting Form

Personal Protective Equipment

PPE is reviewed in the daily meetings ensuring that we do not run out of stock and that we are aware of the local national supply chains.

- Spreadsheet on current stock levels
- How to order from the local authority

Safety Assessments

The below are the safety assessments we have in place. These are reviewed on a regular basis and updated whenever there is a change in circumstances, be that government, personal or organisational:

- Personal Protective Equipment
- Individual assessments for employees with health conditions
- People working in the main office
- People working at Albert Road
- Organisational safety assessments regarding Covid-19
- Outbreak plan
- Schedule for office cleaning
- Declining the offer of a Covid vaccine
- Infection, Prevention and Control checklist

Information Available

- Self-isolation flowchart – how and when to self-isolate
- How and when to book a Covid-19 test
- Track and Trace – what does this mean, how are you contacted and what to do
- Public Health England information sheets
- Easy read information
- Guidance on home testing
- Information on the Covid vaccine