



Youth Cancer Trust - COVID19 Policy

In line with Government Guidelines, this policy cover procedures put in place at Tracy Ann House, Alum Chine, Bournemouth, BH4 8HZ, to help reduce the risk of spreading infection amongst staff, residential guests and house visitors and to protect the young cancer patients with vulnerable immune systems.

Awareness – Tracy Ann House:

Staff and volunteers are to be made aware of the following symptoms of the COVID19 (Coronavirus), which may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, **cancer** and chronic lung disease.

Information posters (see Appendices) have been positioned in strategic areas in the house, all bathrooms, sink areas and main house entry points to:

1. Ask all visitors, staff and residents to wash their hands on entry and regularly during their visit.
2. Ask visitors not to enter the house with any sign of infection.
3. 'Catch it, Bin it, Kill it' posters for sneezing and coughing also in place.

Cleaning Regimes:

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently-touched hard surfaces and hands will therefore help to reduce the risk of infection.

- The employed cleaner has been notified and is educated on the stringent cleaning required each week, to help mitigate the risk of any infection
- Doors, computer keyboards and all hard surfaces will be cleaned regularly with alcohol based cleaning products.



Residential Guests:

All guests will be asked to inform Youth Cancer Trust if they have any sign of infection before their holiday booking. A staff member will contact them a week prior to their holiday to ask if they are fit to come on their holiday. If under 18, their parent or guardian will be contacted. If a guest has symptoms or has been in contact with someone who has within the previous 14 days to their arrival date, they will have their holiday postponed until clear of infection. All holidays cancelled will be rebooked.

Our guidelines will also be highlighted in the generic letter that is sent to guests 4 weeks before their holiday.

All guests will be asked to keep a high level of hand hygiene at all points during their stay. Hands should be washed:

- before leaving home
- Gel sanitizer will be provided when collected at the train or coach station
- on arrival at the house
- after using the toilet
- after breaks and holiday activities
- before food preparation
- before eating any food, including snacks

If a guest becomes symptomatic during a holiday:

If a guest or guests develop symptoms during their stay at Youth Cancer Trust and has travelled to affected countries or been in close proximity with someone who has COVID19, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a shut door, such as a staff office. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms. If the person affected is unable for any reason to call NHS 111 themselves then a staff member should call on their behalf.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. This will apply only to the period of time while waiting for transport to hospital.



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Youth Cancer Trust will immediately inform the family and health professional of the situation.

The local Health Protection Team will be contacted to provide advice on cleaning. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones
- clothing and linen used by the person should be set aside pending assessment of the person by a healthcare professional

- All waste that has been in contact with the individual, including used tissues, continence pads and other items soiled with bodily fluids, should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the COVID-19 test result is available, which will be within 24 hours.
- If the individual tests negative, this can be put in the normal waste.
- Similarly, laundry from the room of a possible case should be stored safely until the result of the test is known. Should the individual test positive, the local Health Protection Team advise you what to do with the waste and laundry.

If COVID19 becomes widespread, the Youth Cancer Trust will cancel all holiday guests until it's deemed safe enough by the Department of Health DoH to travel without the risk of infection.

Employees & subcontractors:

All staff must keep a high level of hand hygiene at all points during the working day. Hands should be washed:

- before leaving home
- on arrival at work
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving work
- on arrival at home

Hands must be washed thoroughly for 20 seconds, as recommended by the Department of Health and NHS, using the soap provided at all sink points. Paper towels must be used to dry hands and disposed of in bins provided.

Staff should avoid touching eyes, nose, and mouth with unwashed hands

Staff will be provided with alcohol based hand sanitizer.

Policy dated: 04/03/2020

Responsibility: Georgina Hillman (Company Secretary / Admin Manager)



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If staff develop symptoms or have a close family member diagnosed with COVID19, the staff member will be supported to work from home and self isolate for 14 days or until deemed fit for work by their health professional.

If employees have been exposed to the virus or have returned from a country or region with a significant rate of infection in the last 14 days employees should be requested to refrain from attending their place of work through the suspected incubation and transmission period. If remote working is possible this should be agreed.

If an employee become unwell in the workplace and has travelled to affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a shut door, such as a staff office. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms. If the person affected is not able for any reason to call NHS 111 themselves then a staff member should call on their behalf.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. This will apply only to the period of time while waiting for transport to hospital.

Consideration will be given to the infrastructure, equipment and processes required to allow staff to work remotely. These considerations include secure, remote access to servers, video conferencing facilities and guidance on home working.

External Fundraising Events:

All events will continue to be held but will be under review. If the events depend on volunteers, the Trust is aware that some may prefer to stay at home and in such cases, they will be supported for doing so.

Policy Promotion:

This policy will be made available on our website with a link on social media, along with a notice, which says:

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Youth Cancer Trust is putting in place precautionary measures to tackle the spread of Coronavirus.

If you are a guest who has been offered a place at Youth Cancer Trust for a residential holiday or you are a supporter / volunteer planning to visit the house in Alum Chine, please DO NOT attend if:

You have been to an affected place in the last 14 days

OR

Had contact with somebody with Coronavirus

OR

You are displaying the following symptoms: cough, fever, shortness of breath

If you are displaying these symptoms, to protect yourself and others, please remain at home and search 'NHS Coronavirus' for advice and to access the 111 online Coronavirus service or call NHS 111.

Our guests are a vulnerable group with compromised immune systems.

Do not attend Youth Cancer Trust if you think you have been affected by Coronavirus.

Please see our policy on COVID19 (link to this policy on the website)

Useful Links:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>



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