

The Gatehouse coronavirus (covid-19) plan March 22nd

2020 Version 6

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

The below symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection.

Stay at home if you have either:

- A high temperature – you feel hot to touch on your chest or back.
- A new, continuous cough – this means you've started coughing repeatedly.

Next steps:

- Do not go to a GP surgery, pharmacy or hospital.
- You do not need to contact 111 to tell them you're staying at home.
- Testing for coronavirus is not needed if you're staying at home.
- If you have symptoms, stay at home for 7 days.
- If you live with other people, they should stay at home for 14 days from the day the first person got symptoms.
- If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. **For a medical emergency dial 999.**
- If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.
- If you have to stay at home together, try to keep away from each other as much as possible.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then

touching own face). The current understanding is that the virus doesn't survive on surfaces for longer than 72 hours.

New guidance to stay at home for 14 days if someone in your household has symptoms of COVID-19 is the focus of the next stage of a public awareness campaign launched by Health and Social Care Secretary Matt Hancock as from 17th March 2020.

The new guidance will set out that individuals will still be asked to self-isolate for 7 days from the onset of COVID-19 symptoms but any individuals in the household will now be asked to self-isolate for 14 days from that moment as well.

If other members of your household develop symptoms, however mild, at any time during the 14 days, they must not leave the home for 7 days from when symptoms started.

This guidance has been sourced from <https://www.nhs.uk/conditions/coronavirus-covid-19/> and 21/03/2020

Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults.

This guidance is for everyone. It advises on social distancing measures we should all be taking to reduce social interaction between people in order to reduce the transmission of coronavirus (COVID-19). It is intended for use in situations where people are living in their own homes, with or without additional support from friends, family and carers.

The Government are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
- chronic (long-term) respiratory diseases, such as [asthma](#), [chronic obstructive pulmonary disease \(COPD\)](#), emphysema or [bronchitis](#)
- chronic heart disease, such as [heart failure](#)
- [chronic kidney disease](#)
- chronic liver disease, such as [hepatitis](#)
- chronic neurological conditions, such as [Parkinson's disease](#), [motor neurone disease](#), [multiple sclerosis \(MS\)](#), a learning disability or cerebral palsy
- [diabetes](#)
- problems with your spleen – for example, [sickle cell](#) disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as [HIV and AIDS](#), or medicines such as [steroid tablets](#) or [chemotherapy](#)
- being seriously overweight (a BMI of 40 or above)
- those who are pregnant

Note: there are some clinical conditions which put people at even higher risk of severe illness from COVID-19. If a person is in this category, next week the NHS in England will directly contact them with advice the more stringent measures they should take in order to keep them and others safe. For now, people should rigorously follow the social distancing advice in full, outlined below.

What is social distancing?

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
3. Work from home, where possible.
4. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
6. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

For those who are over 70, have an underlying health condition or are pregnant, the Government strongly advise them to follow the above measures as much as you can, and to significantly limit your face-to-face interaction with friends and family if possible.

This advice is likely to be in place for some weeks.

This guidance has been sourced from

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> 21/03/2020

Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19

This guidance is for people, including children, who are at very high risk of severe illness from coronavirus (COVID-19) because of an underlying health condition, and for their family, friends and carers. It is intended for use in situations where the extremely vulnerable person is living in their own home, with or without additional support. This includes the extremely clinically vulnerable people living in long-term care facilities, either for the elderly or persons with special needs.

Shielding is a measure to protect people who are clinically extremely vulnerable by minimising all interaction between those who are extremely vulnerable and others. The Government are strongly advising people with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) to rigorously follow shielding measures in order to keep themselves safe.

For more information on categories for vulnerable people please read <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

How do these measures differ from the social distancing guidance for vulnerable people issued?

A person is strongly advised to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks from the day you receive your letter.

People who are not clinically extremely vulnerable who have contracted coronavirus (COVID-19) and recovered will be able to go about their normal business. If you are in this group, the Government strongly advises that you should remain at home at all times.

This guidance was sourced from <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> 22/03/2020

- **If you volunteer or work at the Gatehouse and the shielding measures apply to you, the Government is strongly advising that you follow the shielding measures. Please contact Kat on katrina@oxfordgatehouse.org as soon as possible.**
- **Coordinators please inform your volunteers of this in every briefing.**
- **Staff, if you know that a Guest may need to take shielding measures, please inform them.**

Gatehouse Coronavirus (covid-19) Prevention

- Protection of older people and vulnerable adults is a priority. Signs to be displayed at the project.
- **Washing your hands often** - with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - **this is particularly important after taking public transport** (see posters displayed in the building on hand washing techniques).
- **Alcohol sanitiser** will be available in the office, kitchen and servery area once stock becomes available again.
- **Covering your cough or sneeze with a tissue, then throwing the tissue in a bin** (see Catch it, Bin It, Kill It posters displayed in the building).
- People who feel unwell **should stay at home and should not attend work/the project/deliver food.**

- **Employees/volunteers should wash their hands:**
 1. Before leaving home
 2. On arrival at work/the project
 3. After using the toilet
 4. After breaks and sporting activities
 - 5. Before food preparation**
 6. Before eating any food, including snacks
 7. Before leaving work
 8. On arrival at home
 9. Avoid touching your eyes, nose, and mouth with unwashed hands

- Clean and disinfect frequently touched objects and surfaces in the project.
- All food should be given out with tongs e.g. no shared bowls of crisps, biscuits etc. due to the risk of contamination by hand.
- **Guests to wash hands upon entry into the building. Paper towels and the hand dryers to be used (not shared towels). Empty the bins after every session.**
- **Volunteer and staff full names are to be documented clearly in the Fire Log for every session.**
- Adhere to the 'no touching each other' policy at the project (not even a hand shake).
- **The lobby area must be available as an 'isolation zone'** so no mobility scooters or bikes should be left in this area as the virus can live on hard surfaces.
- **A register of Guests to be taken on the door every night.**
- **Food group volunteers are not to make or deliver food to the project if they feel or are unwell. Do not worry about letting people down.**
- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Suspect Coronavirus (covid-19) Symptoms at the Gatehouse?

1. If someone becomes unwell with a new, continuous cough or a high temperature keep them outside and complete the below attached. Ventilation is key and remain at least 2 metres from them and other people.
2. If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
3. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people and you. 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.
4. If a person has a home and does not need urgent medical care, inform them of the need to self-isolate (see guidance above) and ask them to go directly home. Please check that they are not 70+ and have no underlying health issues. If they are/do, you need to call 111 to check the risk level before you send them home.
5. If a rough sleeper has nowhere to self-isolate, keep them outside and complete the below form. Ventilation is key and remain at least 2 metres from them and other people. Then ask them to sit in the isolation zone (the lobby). Remove yourself from the isolation zone. Do not allow anyone else to enter.
6. If they need the bathroom, ask them to use the bathroom by the clothes store. This can then not be used by anyone else until thoroughly cleaned. Use gloves and bag any materials separately and securely for the outdoor bins.
7. ***In accordance with this guidance we are advised to alert their local authority to this issue. The local authority, public health, housing and social care teams are encouraged to work closely together to identify appropriate local solutions.**
8. If a staff member/volunteer/Guest has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands for 20 seconds thoroughly after any contact with someone who is unwell.
9. There is no need to close the venue or send staff home if they've been in close contact with a person who has a new, continuous cough or a high temperature unless government guidance changes.
10. Alert the Operations Manager or/and Project Director as soon as the person has left the building and/or received medical care.

This guidance was sourced from <https://www.gov.uk/government/publications/covid-19-guidance-on-services-for-people-experiencing-rough-sleeping/covid-19-guidance-for-hostel-or-day-centre-providers-of-services-for-people-experiencing-rough-sleeping>
21/03/2020

***The local authority details and instructions will be near the office phone in the office. Currently this contact is for providers only.**

What to do if someone with confirmed COVID-19 has recently been in the office, workplace or residential setting

- The management team of the office or workplace or residential setting will be contacted by the Public Health England (PHE) local **Health Protection Team** to discuss the case, identify people who have been in contact with them and advise on actions that should be taken.
- An assessment of each setting will be undertaken by PHE's local Health Protection Team with the lead responsible person. Advice on the management of staff, members of the public or residents will be based on this assessment.
- The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.
- Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team.

If you have had contact with a person who has confirmed COVID-19, please DO NOT enter the project and follow the advice from the Health Protection Team.

Project Contingency Planning

As from the 22nd March 2020 the Gatehouse will offer a take away cafe service to Guests only.

Reduced stock and provision of food and drinks:

1. Discontinue giving bonuses to Guests to maintain stock as from 17th March 2020. Sandwiches, soup and drinks are the priority.
2. If we do not have sandwich provision, reduce to soup (freezer) and drinks until the stock runs out.
3. If we do not have sandwich or soup provision, we reduce to drinks only.

The Operations Manager is working with a team of shopping volunteers who can source limited items from different areas of the county.

If this approach does not work, the Gatehouse will approach all local churches to try and gain the stock needed.

Reduced number of volunteers:

1. The project will need to close completely on a temporary basis.

Reduced numbers of sandwich group donors and food provision:

1. Teams to make sandwiches on site if food provision allows.
2. Use chocolate spread, peanut butter etc. for sandwich filling if the usual provision is not available.

Reduced numbers of staff:

1. There should **always** be two Project Workers on every shift to be able to do any of the above.
2. Other paid members of staff to be approached to enable the core service to be delivered if necessary.
3. The project will need to close completely on a temporary basis

Who would the Gatehouse need to contact/to confirm COVID-19 case at the Gatehouse?

- Trustees
- Staff and volunteers
- Food groups
- City Council
- St Giles Building Manager
- Guests
- The Porch

Main contact details for staff and coordinators:

- Project Director (Katrina Horne) 07773333728 or katrina@oxfordgatehouse.org (or on my personal number, which senior staff have)
- Operations Manager (Zoe Wright) zoe@oxfordgatehouse.org
- In the absence of Kat or Zoe-Chair of Trustees (Andrew Bunch) vicar@churchwalk.eclipse.co.uk
- For staff sick pay information (Kevin Byrne) finance@oxfordgatehouse.org

A copy of this plan is to be kept, read and signed by every staff member and coordinator in the Carry on Book.