



## Infection Control Policy and Procedures

### 1. Policy

- 1.1 Reach4Reality aims to promote a safe and secure environment including a high standard of hygiene in all areas.
- 1.2 Staff and volunteers have the responsibility to ensure that the environments they are working in are clean and fit for purpose.

### 2. Procedures

- 2.1 Reach4Reality will not allow anyone on an activity or camp if they are known to have had or been in contact with someone with an infectious illness within the previous 48 hours (or timescale appropriate to the specific illness).

- 2.2 If someone goes down with an infectious illness during an activity or camp, that person will be sent home as soon as is practicable.

#### 2.3 Cleaning/Cleanliness:

- Reach4Reality staff and volunteers will notify the appropriate Centre staff if any area of the Chalet or general areas of the main Centre are in need of cleaning.
- Reach4Reality staff and volunteers will ensure that the main living area is kept clean and tidy, using the vacuum cleaner when needed.
- The basin in the kitchen area should not be used for hand washing, only for washing crockery and cutlery. Hand washing should be done in the bathroom or bedrooms.

#### 2.4 Personal hygiene for staff, volunteers and young people:

Reach4Reality staff and volunteers will model and encourage good hygiene practices during activities and camps such as:

- Encouraging good personal hygiene, use of showers etc.
- Encouraging good practice such as using tissues to wipe and blow their own noses and disposing of used tissues hygienically, hand over mouth when coughing.
- Encouraging washing of hands after toileting (see Appendix 1 for recommended protocol for hand washing and for recommended protocol for use of hand rub/gel).
- Encouraging washing of hands before and after eating.
- Encouraging washing of hands after outdoor activities or whenever hands are dirty.

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- Washing of hands before giving medication.
- Encouraging the use of sanitising hand gel when available, and when out on activities.
- Cuts on hands and arms must be suitably covered.
- Protective aprons and/or gloves must be used as appropriate e.g. when dealing with accidents or when in contact with blood and body fluids.
- Hair must be tied back when preparing food.
- Jewellery or nail varnish to be removed prior to preparing food, or gloves to be worn.
- No-one should be involved in the preparation of food whilst suffering from any infectious/contagious illness or skin trouble e.g. whilst they have a cold.

### 2.5 Food protection and preparation:

- Food should be examined to check if it is “in date” and disposed of if not.
- Raw and cooked food will be prepared in separate area and stored separately in the fridge.
- Particular attention will be paid to the use of raw eggs in cooking/baking, including thorough cleaning up of spills to avoid salmonella contamination. We will not serve foods containing raw eggs and do not allow young people to eat uncooked cake mix, for example.
- Staff and volunteers will ensure fruit and vegetables are washed thoroughly before use.
- Particular attention will be given when eating or cooking out of doors, for example on expedition.
- Staff will undertake Basic Food Hygiene Training as appropriate and will be expected to maintain high standards of practice and food hygiene at all times.

### 2.6 Management of clinical waste:

- Any soiled personal hygiene products must be disposed of in the bin provided.
- Reach4Reality staff will liaise with parents and the appropriate Centre staff to ensure clinical waste is disposed of appropriately.
- Medication that is out of date **must not** be used and **must** be returned to the parent for safe disposal.

2.7 Reach4Reality staff and volunteers will bring any issues concerning hygiene and infection to the attention of the appropriate Centre staff, parents or carers.

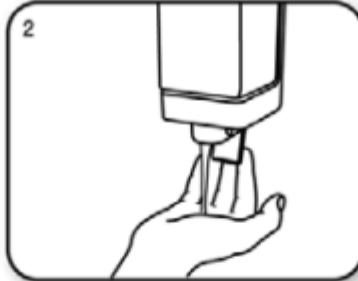
## APPENDIX 1

Recommended protocol for handwashing:

Source: World Health Organisation



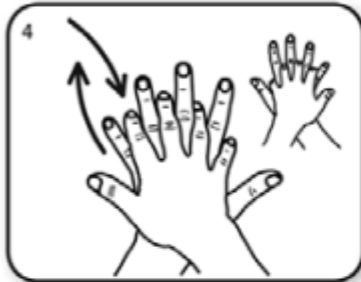
1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



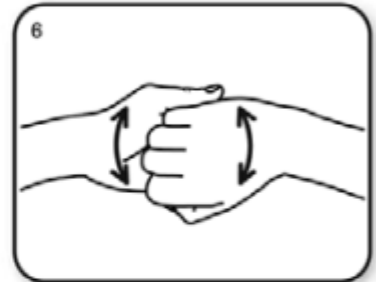
3 Rub hands palm to palm



4 Right palm over the back of the other hand with interlaced fingers and vice versa



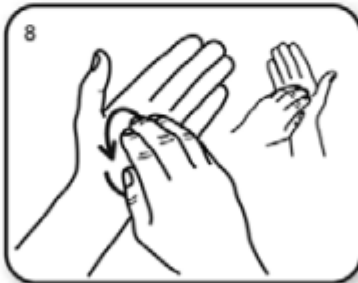
5 Palm to palm with fingers interlaced



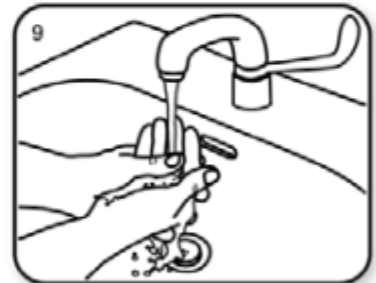
6 Backs of fingers to opposing palms with fingers interlocked



7 Rotational rubbing of left thumb clasped in right palm and vice versa



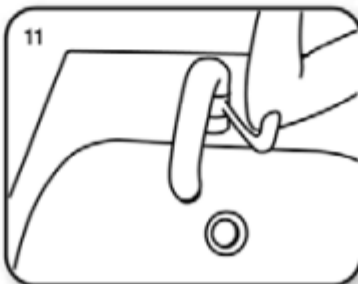
8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



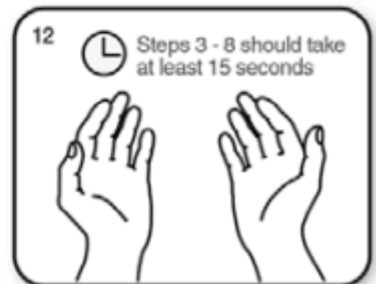
9 Rinse hands with water



10 Dry thoroughly with towel



11 Use elbow to turn off tap

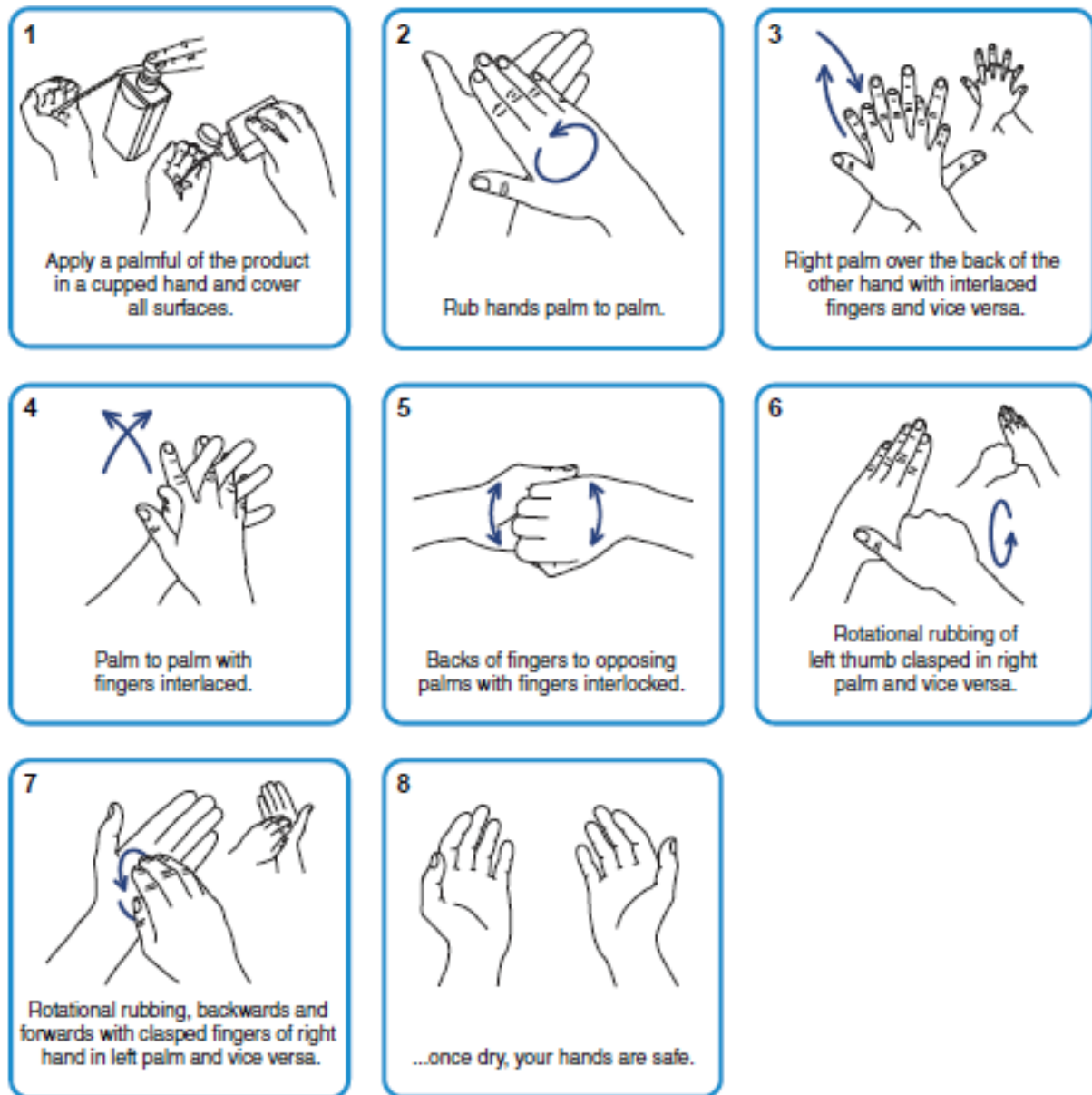


12  Steps 3 - 8 should take at least 15 seconds

...and your hands are safe

Recommended protocol for using hand rub/gel:

Duration of the process: 20-30 seconds.



From: COVID-19. Guidance for infection prevention and control in healthcare settings

## APPENDIX 2 Covid-19 policy

1. Reach4Reality will endeavour to abide by the advice published by the UK and Scottish Governments, Health Protection Scotland, the Care Inspectorate and the Scottish Social Services Council during the current outbreak of Covid-19 (Coronavirus). These are being continually updated and R4R will aim to keep abreast of the updates and amend our policies and practices accordingly
2. For up to date information on Covid-19, including the symptoms, please go to: <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19>
3. General measures during the height of the pandemic (17.3.2020 onwards):
  - a) All direct contact ceased with young people/families.
  - b) All 1:1, small group activities, residential camps and expeditions will be cancelled.
  - c) Staff working from home and supported with this.
  - d) Reach4Reality maintained contact with families/young people through email, texts, video calls and postal letters plus updates on our website and social media sites.
  - e) Undertake regular and comprehensive hand washing: Wash hands frequently with soap and water for 20 seconds.
  - f) Use alcohol based hand rub/gel where available if you don't have access to soap and water.
  - g) Avoid touching eyes, nose and mouth with unwashed hands.
  - h) Wipe any surfaces that others may come into contact with using antiseptic wipes or warm soapy water.
  - i) Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose, Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, you should cough and sneeze into the crook of your elbow.
4. Once restrictions continue to be eased, through phase 1-3 of the Scottish Government's routemap, and it is safe to resume face to face contact with young people items c) and e)-i) above will still continue to apply. In addition:
  - a) Additional risk assessments have been undertaken for re-opening the office, 1:1, 2:2, and small group activities (evening, half day, day), residential camps and DofE expeditions to take into account Covid-19. Covid-19 risk assessments have also been compiled for the activities we can run ourselves (e.g. walking, biking, canoeing, outdoor climbing, archery, badminton). These take into account current Scottish Government guidance and NGB guidance and are updated regularly.
  - b) Staff/volunteers will not come to work and will self-isolate for 10 days if they display either of the symptoms of Covid-19 (fever and/or new, persistent cough and/or change or loss of taste or smell).
  - c) Staff/volunteers will self-isolate for 14 days if a member of their household displays any of the symptoms.

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- d) Staff/volunteers will comply with the Scottish Governments' Test and Protect Scheme and will advise families/young people to comply as well.
- e) Temperatures of staff/volunteers and young people will be taken prior to contact using a non-contact thermometer.
- f) Wearing of face coverings is covered in our risk assessments and the wearing of face masks is covered in Appendix 4 on the use of PPE
- g) During the Covid-19 pandemic, we will tighten our procedure regarding section 2.1 above and will not have face to face contact with young people (or their families) if they have any current symptoms of a cold or other infection: this will apply to 1:1 activities, small group activities and weekend camps. This will help protect our staff and other service users during this time.
- h) This policy will be updated as required as restrictions are further eased and new guidance is published.

## APPENDIX 4 Use of Personal Protective Equipment (PPE)

1. Other than the use of appropriate PPE required on certain outdoor activities (e.g. helmets, buoyancy aids), Reach4Reality would anticipate the use of PPE to undertake personal care tasks to be a very rare occurrence, as we do not generally provide personal care.
2. However, during the Covid-19 outbreak there are certain situations when the use of PPE would be recommended:
  - a. Driving a young person/volunteer in a car where social distancing of 2ms is not possible: the use of a disposable facemask would be appropriate if the worker is not comfortable with wearing just a face covering, for example if the young person refuses to wear a face covering, or it is too cold or wet to have windows open.
  - b. Situations where close contact with a young person or other person is required, for example helping a young person put on or adjust a helmet, buoyancy aid: a disposable face mask can be worn for this if the worker is not comfortable with wearing just a face covering or if the young person refuses to wear a face covering.
  - c. In event of an accident or emergency requiring first aid treatment: a disposable face mask and disposable gloves should be worn, and a disposable apron should be worn where there is any risk of splashes or droplets on the worker.
  - d. Administration of medication: a disposable face mask and disposable gloves should be worn when any medication is administered.
  - e. In the event of any accident or situation where personal care is required: disposable face mask, gloves and apron should be used where appropriate
  - f. Aprons and gloves are for single use: face masks can be used for a session (e.g. whilst kitting up a number of young people with buoyancy aids) but cannot be repeatedly put on and off.
3. Training of staff:
  - a. Staff will be encouraged to watch the following training video on the donning and doffing of PPE:  
[https://www.youtube.com/watch?v=-GncQ\\_ed-9w](https://www.youtube.com/watch?v=-GncQ_ed-9w)
  - b. A summary of this guidance can be found in the poster produced by Public Health England on the following page or accessed at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_guide\\_to\\_donning\\_doffing\\_standard\\_PPE\\_health\\_and\\_social\\_care\\_poster\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)

Reviewed August 2020