



# **Emergency Action Plan COVID-19**

**Version 1.1  
4 August 2020**

**Review frequency: fortnightly**

**To be reviewed by:  
Development Officer  
Citizens House Trustees**

**Next review due: 18 August 2020**

## Contact from NHS Test and Trace regarding a positive case

The **NHS Test and Trace** system will notify anyone who may have come into contact with a person who tests positive for COVID-19. When contacting a community venue, NHS Test and Trace will work with the venue to assess the situation and advise on the next steps to be taken.

In order to assist NHS Test and Trace, Citizens House will keep records, for 21 days after the visit date, of all those people who have been in the building, including:

- Staff
- Contractors
- Hirers (actual and potential)
- Volunteers (including Trustees)

**All Hirers** are required to keep contact details and attendance records for all their attendees/group members, for 21 days after each attendance date. Hirers are required to pass these details to Citizens House if requested to do so (eg as a result of contact from NHS Test and Trace).

### Notifying others

If Citizens House is contacted by NHS Test and Trace regarding a positive case who has recently entered the building, the Development Officer will notify:

- Citizens House management committee, who will make decisions regarding possible closure of the building and cleaning of the affected areas.
- All others likely to have come into contact the positive case
- Hirers, who will then notify their attendees/members

***(Do not disclose personal information about the infected person to anyone other than those who have come into contact with them.)***

## Information from elsewhere regarding a positive case

The steps under **Notifying others** must be followed if Citizens House is informed, via a party other than NHS Test and Trace, that a person who has tested positive has recently been in the building.

NHS Test and Trace are likely to get in contact with the venue regarding the positive case; however the steps should be taken as above, in order to avoid delay.

## If a person becomes unwell with suspected COVID-19 whilst on the premises

### Isolation and care

**Meeting Room 1** is the designated 'isolation space' into which anyone who becomes unwell in the building with suspected COVID-19 symptoms until transport home or to hospital is available.

Provide tissues, hand sanitiser, paper towels, and a bin liner. All items should be disposed of in a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection.

The unwell person, or the person assisting them, should call 111 for advice and should not visit the GP, pharmacy, urgent care centre or a hospital.

### Decontamination – see also Principles of Cleaning

- Those parts of the premises which the unwell person has used should be closed for at least 72 hours. Follow advice from NHS Test and Trace regarding further closure of the space of building.
- A decontamination clean should be carried out in accordance with PHE guidance (see Principles of Cleaning section).
- Disposable PPE equipment including gloves should be disposed of into a sealed plastic bag and secured for 72 hours before rubbish is collected. The person who carries out the decontamination clean should launder all personal clothing worn on arrival home.

### Notifying others: need to inform

- NHS Test and Trace
- Inform the Citizens House management committee, who will (following advice from NHS Test and Trace) make decisions regarding possible closure of the building and cleaning of the affected areas
- All others likely to have come into contact with the positive case including Hirers, who will then notify their attendees/members
- Anyone in the building at the same time as the ill person should be asked for their contact details if not already obtained, and then asked to leave the premises.

## About contact records for NHS Test and Trace

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

## Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area

### Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

### Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, grab rails in corridors  
Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

### Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.

### Laundry

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. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

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## Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second bin bag and tied

This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste. There will be a charge for this service.

Other household waste can be disposed of as normal.

## SEE

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>