**Coronavirus (COVID 19) Infection Prevention Advice Update for VCSE sector providers**

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This advice has been adapted from the advice produced by Public Health England and the Infection Control team at Salford City Council. The update has been developed to inform organisations, staff and volunteers engaged in responding to the COVID crises who are engaged in

* Preparing food and or food parcels
* Delivering food, groceries, or prescriptions to people who are isolating or shielding as a result of COVID 19

We advise that organisations check the guidance from Public Health England on a regular basis (appropriate links are included in this guidance).

The Government has produced general guidance for food businesses that also apply to VCSE organisations, these can be found here <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

**If you are unwell (any symptoms) you need to stay at home for 7 days (please see guidance here** [**www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/**](http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/)**) and can arrange testing for Covid 19 if you have symptoms of Covid 19 through the NHS website.**

Preparation of Food

Organisations with staff and volunteers involved in preparing meals for families and individuals that are isolating or shielding should follow the standard FSA (Food Standards Agency) and Public Health England guidelines for food production and food hygiene. The guidance is available here: <https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business> and here <https://www.food.gov.uk/business-hygiene>.

There are **no changes** in the guidance for the use of PPE in food preparation to date, however following the principles of social distancing and hygiene are essential <https://www.gov.uk/coronavirus> or <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Food delivery and collection

If you have staff or volunteers involved in delivering food and meals for families and individuals that are isolating or shielding you should follow the advice from the Chartered Institute for Environmental Health (CiEH) that is available here: <https://www.cieh.org/media/4070/covid-19-food-delivery-and-takeaway-guidance.pdf>. The following flow chart maybe useful to risk assess each individual visit:

Is the visit essential?

NO

YES

Are you able to call ahead & check to see if anyone is unwell or shielded?

Discuss with line manager

Make contact via virtual visit and discuss to rearrange / make alternative arrangements

No one unwell or shielded

Social distancing, respiratory and hand hygiene

YES someone is unwell or shielded

NO unable to assess

* Wear personal protective equipment as table below
* Dispose of waste as outlined below
* Social distancing (min of 2m)
* Hand hygiene (for a min of 20 secs, using soap and water, or alcohol hand gel)
* Catch it, bin it, kill it (respiratory etiquette)
* Self-isolate if you develop any symptoms

(Source: Salford City Council 2020)

A guide for use of Personal Protective equipment is outlined below, this is advisory unless stated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Delivery volunteer/ staff member** | **Food Banks and Clubs volunteer / staff member** | **Pharmacy delivery**  **(NHSE and NHSI Guidance)** | **Other staff operating in the community BUT not providing personal care but having to enter homes (NHSE Guidance)** | |
| Where person is symptomatic risk assessment needs to be carried out prior to the visit and deferred where possible | If asymptomatic  Social distancing and respiratory and hand hygiene |
| Alcohol hand sanitiser with an alcohol content of at least 60+%. (only where soap and hot water not available) | **Yes**  Must hand wash or sanitise before and after collection and after delivery to avoid cross contamination | **Yes**  Encourage visitors to us sanitiser on entering premises | **Yes**  Must hand wash or sanitise before and after collection and after delivery to avoid cross contamination | **Yes** | **Yes** |
| Disposable Gloves (catering standard) | **No**  Advised where there are multiple drops | **No**  Advised where there are multiple drops | **No**  Advised where there are multiple drops | **No** | **No** |
| Disposable Gloves (single use – medical standard) | **No** | **No** | **No**  Deliveries should be left at the door | **Yes if trained to use PPE** | **No** |
| Fluid Repellent (Type IIR) surgical mask | **No** | **No** | **No**  Deliveries should be left at the door | **Yes** **if trained to use PPE** | **No** |
| Disposable Apron  (single use) | **No** | **No** | **No**  Deliveries should be left at the door | **Yes** **if trained to use PPE** | **No** |
| Eye protection | No | No | No | **Yes** **if trained to use PPE**  Eye Protection is required when there is a risk of splashing of blood or bodily fluids | **No** |
| General Advice | Place delivery on floor, ring bell, step back two meters+  Encourage cashless transaction  Maintain 2m distance at all times | Ask person to stay two meters from counter, place order on counter, step back while parcel collected  Encourage cashless collection  Operate a ‘socially distanced’ (2m) queue system  Maintain 2m distance at all times | Place delivery on floor, ring bell, step back two meters+  Maintain 2m distance at all times |  |  |

~ NHS England and NHS Improvement guidance

If you require further infection control guidance please call Salford City Councils infection control team on 0161 793 3599.AlALAlaaa

**Procedure for putting on (donning) Personal Protective Equipment**

(Source: Salford City Council 2020)

Action steps:

1. Perform hand hygiene before putting on PPE
2. Put on disposable apron, tie apron at the back
3. Apply disposable facemask, ensuring it is well fitted covering both the nose and mouth (bend the metal piece in the nose to fit)
4. Apply disposable eye protection / reusable goggles ensuring the straps are secure around the head
5. Apply disposable gloves

A poster is available here as a quick reference guide for staff (click on the pdf icon)



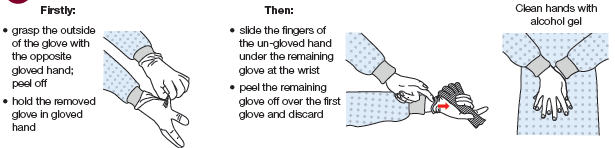
**Procedure for removing (doffing) Personal Protective Equipment (PPE)**

(Source: Salford City Council 2020)

General Advice:

* PPE should be removed in an order that minimises the potential for cross infection
* PPE is to be removed in as systematic way before leaving the resident / individuals room

The order of removal of PPE is as follows:

1. Gloves – the outsides of the gloves are contaminated and must be disposed of as contaminated waste
2. Remove apron by SNAPPING the neck area and folding this onto the bottom part of the apron (the inside of the apron is clean)
3. Grasp the front of the apron (which is the inside of the apron), pulling away from body, which will break the waist ties and FOLD the apron in on its self and dispose contaminated waste
4. Clean hands with alcohol hand gel / wash hands using soap and water



1. Eye Protection – the outside will be contaminated. Remove using both hands to handle the retaining straps by pulling away from the head and discard. If eye protection is reusable place in a receptacle or a clean paper towel and then follow the procedure below\*
2. Clean hands with alcohol hand gel / wash hands using soap and water
3. Disposable facemask – do NOT touch the front of the mask as it will be contaminated
   1. Lean slightly forward
   2. Reach to the back of the head with both hands to find the straps
   3. Pull the straps away from the back of the head
   4. Break the ties , pulling the mask forward and down AWAY from the face and body
   5. Dispose as clinical waste
   6. WASH hands with soap and water (alcohol gel may be used if soap and water not available)

\*Eye protection

* Clean hands with alcohol hand gel / wash hands with soap and water
* Put on clean apron and gloves
* Clean eye protection with detergent wipes followed by disinfectant wipes (minimum of 70% alcohol content)
* Place in a clean plastic bag
* Remove gloves and apron using procedure as above and discard in clinical waste
* WASH hands with soap and water (alcohol gel may be used if soap and water not available)

A poster is available here as a quick reference guide for staff (click on the pdf icon) 

**Please seal discarded PPE in a bag and dispose of it safely** (Source: Salford City Council 2020)

**Hand Hygiene**

Please ensure that all staff and volunteers are carrying out appropriate hand hygiene procedures: -

* Using the hand washing technique for a minimum of 20 seconds
* They should be bare below the elbow, no hand or wrist jewellery (a plain wedding band is acceptable).
* Short nails, no varnish, no artificial nails
* Forearms to be washed when washing hands.
* Hand washing when arriving to work and leaving, before donning and after removing PPE, after using the bathroom and before eating and drinking.