

Cluny Farm



a home for people
with special needs

Extended COVID 19 Prevention and mitigation plan level 4

Objective

To ensure the correct management of possible exposure to the Novel Virus Covid- 19

Monitoring of systems in place to-

- a) ensure compliance with safety controls
- b) speedy identification of infection, if any on farm

Responsibility:

The implementation of the procedures is the responsibility of all Cluny farm management and staff. The managers and admin personnel will be responsible for monitoring of compliance together with the nursing staff.

Introduction

- Most important is that Covid-19 is spread via droplets via sneezes and cough inhaled by others.
 - Transmission via contaminated surfaces.
 - The main method of control is to keep the virus out of the environment as far as possible.
 - The only way to ensure this is to minimize risk of exposure.
 - Minimizing risk of going off the farm, minimizing risk of hospital environments.
 - Physical social distancing of staff, residents and security.
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- If proper hygiene practices are adhered to and personal protective equipment is used as intended the risk of infection can be minimized.
 - We will ensure that constant training and reminding is done for staff and residents alike.
 - It is expected that all staff maintain vigilant in their hygiene practices, including frequent hand washing and cleaning of work surfaces.
 - Day worker staff will be reintroduced to the farm as of the starting of level 4 the policy and procedure will help guide how we re- introduce them safely onto the farm after level 5 that was full lockdown without day workers.

Training:

- On site training on the spread of virus proper hygiene and social distancing is done on weekly basis in the hall after lunch.
- Caregivers were trained in COVID 19 spread, surveillance and minimizing risk.
- Security guards to be trained in protocol as well.

Health Monitoring and surveillance

- All persons at gate to be announced via radio to office
- All persons who enter the farms, physical address, contact number and id number must be kept on record to follow up if there was contact with Covid -19

- Questionnaire at Gate to be completed every time a person enters the farm.
- Temperature checked and logs for days filed and kept in safe holding in Clinic by the nurse on duty of all that come through the security check.
- Only people with permits to be allowed on the farm until end of lockdown.
- Any staff member or resident or person with cold or flu symptoms to be scrutinized before entry to farm will be allowed.
- No person shall be without Personal Protective Equipment
- If a person goes out of the farm they must sanitize upon their return, sanitize their hands, do a change of clothing and PPE.
- PPE will be supplied to all workers on the farm and to all residents. They have to be constantly reminded to wear and wash the face shields given or at the kitchen the cloth face masks and regular hand washing practices. Posters were placed in houses and Hall as reminder thereof.

Cleaning routines

- Caregivers to daily reminding of cleaning routines and to supervise the cleaning of surfaces
- Medical personnel to make sure the necessary disposable bins are readily available for cleaning and disposing of PPE.
- Ventilation need to be observed- windows need to be open during daytime and doors.
- All people working in Kitchen must have PPE on. And all surfaces to be cleaned prior to dishing up and after each meal.
- Each resident responsible for collection of own crockery and cutlery at mealtime and cleaning after the meal.

Risk Management

- If anyone on the premises do not adhere to the setout rules regulations and protocol, there will be appropriate actions taken and reported to the authorities.
- Medical personnel will ensure that immune systems of residents are boosted by regular vitamin supply, daily checking of vitals.
- Anyone who refuses to wear PPE will be dealt with in a disciplinary fashion
- Anyone who is not feeling well or has any flu like symptoms will be instructed to self- isolate. Any illness must be reported to management asap
- Staff absent for more than one day should provide a medical certificate to the effect if they are absent for medical reasons and must be cleared by management to be fit for work.

- Visitors at this stage is discouraged until later staged of lockdown- this will be communicated timeously.

MINIMISING EXPOSURE

- Social distancing of at least 1.5 m in houses and at Dining Hall
- Good personal hygiene and regular hand washing
- No big group gatherings permitted on the farm
- Only vital trips to doctors or clinics allowed and only at the discretion of the nurses
- No outside visitors will be allowed until safe to do so.
- No trips outside will be allowed for residents for any reason other than for medical reasons.
- Day workers and office personnel will follow strict decontamination routine upon arrival at office.
- Maintenance staff at Symphony will be kept to minimum
- Internal personnel and residents not allowed at Symphony to reduce the risk of infection to the more vulnerable residents on the farm.
- Caregivers staff have to be rotated appropriately and adequately as per our roster.
- MOST VULNERABLE RESIDENTS WILL BE GROUPED TOGETHER.

Deliveries

- All deliveries must be reported and arranged for with management and announced by security
- Deliveries to be sprayed down and sanitized prior to receiving into the kitchen area.
- No unauthorized deliveries will be handled at all.
- Only food and essentials to be delivered inside the premises under strict control
- If a family member wants to organize a care package or delivery of medicine they should arrange this with admin staff (Elise/Sharon/Basani).
- We still maintain that travelling is only for those with permits.
- During Stage 4 no visitors will be allowed onto the farm.

Transport of Day workers

- During Phase 5 of lockdown, day commuters were not allowed onto the farm but will have to be reintroduced as from 2 May 2020 to allow staff to come back to work,
- Only admin staff was allowed under strict protocol.
- PPE will be provided and places where staff can decontaminate and have a change of clothes if they use public transport
- Separate room available in library for clothes that staff come in with.

- Day workers will be collected from Kaylami Corner with the Cluny Minibus, hand sanitizer will be available in the vehicle and vehicles decontaminated after each trip outside the farm.
- No more than 60% capacity of car will be utilized for transport of day workers. Social distancing must still be observed.

PROTOCOL IF SOMEONE HAS SYMPTOMS OF COVID 19

- If a case of accidental exposure is feared, a specialist, cleaning crew, will have to come in and Deep clean the house or place of exposure.
- The Covid-19 Hotline to be contacted immediately by nursing staff to arrange for further investigation
- Should a staff member or resident be having flulike symptoms they will be kept in isolation from others for a period of 14 days.
- No one will be allowed to work if they present flu like symptoms and advised to self-isolate.

Risk assessment: Medium to high; have been done.

Procedures have been approved as policy by the Management of CLUNY FARM

and should be strictly adhere by all personnel, residents and families of residents. The purpose of this standard operating procedure is to minimize risk of exposure to residents, farm and staff.

Your cooperation is highly appreciated.