

Beyond Limits Dumfries & Galloway provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits Dumfries & Galloway, to make good, safe decisions.

Beyond Limits Dumfries & Galloway expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

COVID-19 Policy and Procedure

To be read in association with the **Health and Safety & Infectious Diseases and Control Policies**.

We encourage all persons to which this policy relates to always follow the current government guidelines and advice as found here: [Coronavirus \(COVID-19\): daily data for Scotland - gov.scot \(www.gov.scot\)](https://www.gov.scot)

Beyond Limits Dumfries & Galloway have introduced a Covid-19 support email address if you are concerned, worried or need clarification: covidhelpline@beyondlimits-uk.org

We also have an EAP (Employee Assistance Programme) which offers free support and advice for all staff and their immediate family: www.healthassuredeap.co.uk | 0800 030 5182

Covid-19 Policy – what this means to Beyond Limits Dumfries & Galloway

This policy applies to all our employees as well as sub-contractors (including agency and self-employed), consultants and employees of other organisations when working on our sites, premises, or with the people we support and their families.

Beyond Limits Dumfries & Galloway will always adhere to the most recent government guidelines and as a result significant changes have been made to how we work in our offices and at the homes of the people we support. For the people we support individual measures are in place around the use of PPE (Personal Protection Equipment), monitoring temperatures, good hand hygiene and cleanliness.

Beyond Limits Dumfries & Galloway has implemented a range of changes and processes to enable all staff to work as safely as possible and to limit the impact this may have on the people we support. At the homes of all the people we support, we have clear reminders of the current government guidelines. Anyone visiting these will have their temperature taken and will strictly adhere to these guidelines. For non-office-based employees visits to the office must be agreed in advance with the Service Leader to ensure that safe social distancing can be maintained.

Most meetings and training are now held online to help reduce the risks associated with people meeting in groups. Meetings and training that do happen face to face are carefully regulated with limits on numbers able to attend and strict cleaning and PPE measures are in place.

All new staff, as part of their induction, are required to complete Infection Control training alongside general Health & Safety. Existing staff also have access to the same Infection Control training course and must also complete this.

All Employees have been sent weekly Covid tests to complete at home and have been encouraged to do these. This data is reviewed and communicated to individual teams weekly.

All Staff and people we support have been offered their Covid vaccines. Should this be declined, a Safety Assessment will be put in place.

A range of other measures have been implemented and are summarised below. The full documents and details are accessible to all the relevant people and are updated as and when is necessary to reflect current government guidance.

Business Continuity Plan for COVID-19

This was developed early on before Covid-19 officially became a pandemic and links in with the organisational business continuity plan as a whole. It is regularly reviewed and contains the following:

- Identifying the risk category for individuals we support if their service is affected

- Keeping the people we support, their families, frontline and office staff safe

Regular Briefings

This takes the form of an email to all staff summarising important organisational changes or any government updates or developments. Where there are significant changes or updates the frequency of these emails are increased. The email might include such things as:

- New government guidance
- Information on where to access a flu jab
- Information on staff welfare

Personal Protective Equipment

PPE is reviewed in the daily meetings ensuring that we do not run out of stock and that we are aware of the local national supply chains.

Safety Assessments

All the people we support have their own Covid-19 Safety Assessments which are reviewed on a regular basis and updated whenever there is a change in circumstances, be that government, personal or organization.

Information Available

- Self-isolation flowchart – how and when to self-isolate
- How and when to book a Covid-19 test
- Test and Protect – what does this mean, how are you contacted and what to do
- Easy read information