

Staff Procedures and Duties for Entry into the Day Facility

1. All staff to be ready for work by 9.30am
2. Staff to be dressed in the appropriate PPE equipment.
3. Members to be met in the car park by a staff member (who-ever is the extra support). The member to wait in the area provided adjacent to the entrance. The staff will ask the taxi or whoever is dropping the member off, to wait until that members temperature is taken and **approved.**
4. **At this point the staff member will immediately take that members temperature and record it, also asking the member how their health has been over the last 24 hours.** If their temperature is above the specified limits (37.6 degrees C), then a second temperature to be taken within the next two minutes. If this one is outside the limits as well, then whoever has brought them to the day facility will be asked to return them to their home.
Unless they have an underlying health condition that may cause heightened temperatures at times. This would be in the members returning risk assessment which all staff would be familiar with.
If the temperature reading is above 38.7 degrees C, the member will be asked to leave with their transport immediately.
5. If their temperature is ok, then the staff can begin sanitising.
6. For ambulant members, they will be asked to sanitise their hands and ensure face coverings are in place before they enter the building (for those members who are not exempt)
7. Manual Wheelchair users will have the wheels cleaned with an anti-bacterial wipe (self-propelling), armrests, tray and handles must be disinfected too.
Hand sanitiser to be applied, then face coverings put in place, (for those members who can wear face coverings) before entering.
8. **Only after these above procedures have taken place, can the member be admitted into the day facility and signed in, by the staff member.**
9. The member will be met inside by the staff member of their zone. They will take them to their appropriate designated area they are to be. Once there, the staff members will get refreshments, store the members lunch in a paper bag (named), and stored in the fridge if required.
10. Once all the members have arrived the extra support staff outside, can remove their PPE and dispose of in the appropriate manner.

PERSONAL CARE

During this time, the extra support can assist with some members if 2 to 1 staff ratio is required. If 1 to 1 personal care is required for a member zone staff can support.

Full PPE must be worn, and the PPE risk assessment followed.

All staff to either wash hands or sanitise hands at ever available opportunity.

- **Staff to keep their zone free of debris**
- **Cleaned and sanitized.**
- **Must sanitise all activity equipment before storing.**
- **Clean refreshment trolley and members have no set times for refreshments**

Staff to start activities at 10.30 am continue till 12.30

Lunch Served Staff to get Out of Fridge one zone at a time

Staff to eat their lunch with the members in their zone.

Start afternoon activity at 1.15 pm until 4 pm

Staff to clear away activities

Members to sanitize their hands before departure

Extra support will inform the member when transport has arrived. Staff on their zone will escort the member to the skittle ally exit

Staff will clear anything left out in the day facility and leave it clean and tidy