

Covid 19: Business Continuity Check List

When considering your business continuity and preparation plan for the event of Covid 19 outbreak in your service, please consider the following points:

(This has been taken from learning in homes where they have experienced large outbreaks)

Date Completed:	
By Whom:	

Area:	Requirement:	Yes/No	
Staffing:	Do I have a list of all staff members, NoK details, persons in their household (for contact tracing), and other places of work (in particular other care settings)		
	Do I have plans in place should the leadership team fall ill at the same time		
	Have I completed staff risk assessments in place (inc specific risk assessments for BAME staff)		
	Do I have plans in place should the majority of the staff team fall ill at the same time		
	Do I have plans in place should the cook/domestics fall ill		
	Do the cleaning staff have additional deep cleaning schedules in place following Covid 19 training		
	Do I have the telephone number for T&SDFT phone line to access immediate swabbing for my staff team		
	Do I have a support line or team in place for staff during an outbreak		
	Have all staff attended PPE, Donning & Doffing, Deep cleaning and general Covid 19 training and has this been added to my training matrix		
	Have all care staff undertaken Restore 2/Recognising Deteriorating patients and/or vital signs training		
	Do I have an induction sheet and handover record for temporary/agency staff should they be needed		
	Environment:	Do I have up to date floor plans in place identifying separate entrances and exits to the building if required	
		Have I considered how I would move residents around to co-hort those who are positive and away from those not infected <i>(please ask our infection control and prevention team for advice)</i>	
Do I have additional handwash/gel to put in place at entrances/exits, bathrooms, hallways, kitchen, laundry, staff rooms etc. <i>(please ask our infection control and prevention team for advice)</i>			
Have I identified donning & doffing areas <i>(please ask our infection control and prevention team for advice)</i>			
Do I have additional deep clean programmes and audits in place and how this will scale up if there is an outbreak <i>(please ask our infection control and prevention team for advice)</i>			

	Do I have sufficient moving and handling equipment (including slings and slide sheets) to cope with additional cleaning/laundry requirements	
	Do I have sufficient bedding, towels, facecloths in place to cope with additional cleaning/laundry requirements	
	Does the laundry have clear clean/unclean zones and staff understand these	
	Do I have an adequate supply of red/yellow bags	
	Do I have sufficient supplies of PPE to cope with an outbreak	
	If not all bedrooms are ensuite, do I have a supply of washing bowls and commodes for when residents are isolated in rooms and bathrooms cannot be shared.	
	Do I have additional thermometers to ensure that residents temperatures are taken twice daily and to use should I need to monitor a large number of sick people at once	
Residents/people using the service:	Do I have an up to date list of residents, NoK, GP, Covid 19 TEP's, and funeral plans/directors, MCA/DoL's in place	
	Is there a risk assessment and care plan in place for each resident regarding their care should they become poorly with Covid 19.	
	Do I have plans in place to ensure that residents social needs are being met during an isolation period in their rooms	
General:	Do I have contact details for PHE, CQC, QAIT to inform them of symptomatic residents/staff and arrange swabbing and additional PPE if unable to source my own	
	Do I have a press statement prepared should I be asked to produce one	
	Do I have alternative plans should the kitchen or laundry not be available	
	Do I have a financial assessment in place that will quickly identify a risk of failure in the event of a prolonged outbreak	
	Have I reviewed my insurance policy to ensure it is fit for purpose in the event of an outbreak	
	Do I have a policy in place for essential visitors (including relatives needing to be with residents at the end of their life)	
	Have I signed up to government updates and have access to on line training and access to current guidelines	

*(if you answer **No** to any of the questions above, please complete the action plan below and contact your local QAIT teams for advice and support if required)*

Action Plan:

