



# Coronavirus **COVID-19**

## **Covid-19 IPC Preparedness Plan 2023**



**January 2023**

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**MYHOMECARE**

**Authored by: Quality Department**

# Covid- 19 Preparedness Plan

## Patient Safety program

The purpose of this document is to assist us in a Preparedness Plan for our service. A COVID-19 Preparedness Plan aims to:

- Slow and stop transmissions, prevent outbreaks and delay spread to home support clients and staff
- Provide optimized care for all clients, especially those who may have pre-existing conditions and require a high level of personal care and support.

It can be completed by a designated senior manager or team working within the care setting. A wide range of Clinical Guidance and training resources relating to the management of COVID 19 can be found on [www.hpsc.ie](http://www.hpsc.ie) and <https://hselibrary.ie/covid>.

Plans are in now place and will continue to be reviewed.

✓Emergency Management Team is in place, including Senior Staff within the Homecare Service.

✓Planning is led by the COVID-19 Coordinator and is supported by all members of the Senior Leadership Team.

**Our Policy Statement is committed to providing a safe and healthy workplace for all our workers and Clients.**

**All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.**

All Regions must complete the below

- Table 1 COVID 19 Transmission Status as of (Insert Date)

<b>No of Priority 1 and Priority 2 clients in Area/Sector</b>	
<b>No. of suspected COVID 19 cases among clients</b>	
<b>No. of confirmed COVID 19 cases among clients</b>	
<b>No. of suspected COVID 19 cases among staff</b>	
<b>No. of confirmed COVID 19 Cases among staff</b>	

**Section 2: Preparedness Plan Priority Actions:** As part of the process for developing a preparedness plan each action contained within the plan should be reviewed by a Senior Manager(s) within the service to enable actions to be undertaken by named persons and by when. The content below is by way of assistance only and not complete. It is to be added to as appropriate.

		® Servisource				
Preparedness Plan Priority Action	Actions required	Person/Team responsible for Implementati on	Action Status			Due Date
Service Governance	➤	Clinical Nurse Manager Client Care Manager Account Manager	Complete d Y	In Progre ss	Not Starte d	
Transmission Risk Mitigation	<ul style="list-style-type: none"> <li>Regular Email communication with Service Users and Carers with up to date information on IPC, Self-isolation and dealing with Covid 19 in the community</li> <li>Myhomecare Education Newsletter</li> <li>Agree protocol and rostering to minimise staff movement</li> </ul>		Complete d Y	In Progre ss  Y	Not Starte d	
<ol style="list-style-type: none"> <li>Review rosters to ensure that the number of carers per client is kept to a minimum to reduce risk of transmission</li> <li>Suspect/confirmed Covid-19</li> </ol>	<p>Reassign staff to minimise number of carers per client</p> <p>Assign separate cohort of HCSAs to each cohort of clients, where possible</p> <p>Seek and implement IPC advice and guidance</p> <p>Use available online and video resources available</p>	Clinical Nurse Manager Client Care Manager Account Manager	Y	Y	Y	Y

<p>clients v non-Covid-19 clients</p> <p>3. Service has enhanced IPC measures in place</p> <p>4. Training in the use of PPE to be provided where required</p> <p>5. Ensure appropriate provision of PPE</p>	<p>All HCSAs to be provided with adequate supply of basis PPE (gloves, aprons, sanitising hand gel) HCSAs to review guidance on Infection Prevention &amp; Control and hand washing; follow respiratory etiquette</p> <p>Additional PPE supplied in cases of suspect/confirmed Covid-19 clients</p>		<p>Y</p>		
<p><b>Preparedness Plan Priority Action</b></p>	<p><b>Actions required</b></p>	<p><b>Person/Team responsible for Implementation</b></p>	<p><b>Action Status</b></p>		<p><b>Due Date</b></p>
<p><b>Human Resources: Staffing, Education &amp; Training</b></p>			<p>Completed Y</p>	<p>In Progress</p>	<p>Not Started</p>
<p>1. Screening</p> <p>2. Contingency for reassignment of HCSAs to priority clients/residential services</p> <p>3. Training (see enclosed link to</p>	<p>Ensure all staff are aware of protocols to follow if symptomatic – report to line manager</p> <p>Maintain records of staff absences/assignments /availability for redeployment</p> <p>Ensure staff receive appropriate training in use of PPE, handwashing etc. using HSE Land and guidance available on HPSC website</p>	<p>Clinical Nurse Manager Account Manager Client Care Manager</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Covid Specific Site)  <a href="https://hselibrary.ie/covid">https://hselibrary.ie/covid</a>	Palliative Care and End of Life Care – follow protocols available at <a href="https://jse.drsteevenslibrary.ie">https://jse.drsteevenslibrary.ie</a>					
Preparedness Plan Priority Action	Actions required	Person/Team responsible for Implementation	Action Status			Due Date
<b>Escalation Measures</b>	<ul style="list-style-type: none"> <li>Client Safety Meetings with Clinical Nurse Managers and Clinical Governance Teams</li> <li>Communication Plan- notification to Myhomecare Line Managers in the event of Service User/Carers experiencing Covid 19 symptoms and testing</li> <li>Staff monitoring Myhomecare Line Managers to communicate with Carers in self isolation for 7 days ( as advised by GP)</li> <li>IPC measures escalated for Covid 19 suspected cases</li> <li>Support around additional supplies of PPE</li> <li>Limit Carers providing supports to</li> </ul>	Clinical Nurse Manager Account Manager Client Care Manager	Completed y	In Progress	Not Started	

	suspected/positive Covid 19 service users				
1. Surge Capacity Plans	<ul style="list-style-type: none"> <li>• Emergency Management Strategic planning</li> <li>• Myhomecare National Recruitment Campaign for Carers and Nurses</li> <li>• Additional Recruiters redeployed to the Homecare team to assist an increase in capacity</li> <li>• Online Induction and training courses provided</li> <li>• Lean processing introduced around recruitment-reduction in timeframe for activating new staff</li> <li>• Identified existing staff that have additional hours available</li> </ul>				

**Section 3:** Overall Preparedness Plan Assessment: Services can use this section to assess and prioritise action areas where additional support is required

Status Priority Action Areas	Service Can be Maintained	Additional Supports Required	Full Escalation Measures Warranted
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Service Governance	Yes		
Transmission Risk Mitigation - suspected/COVID-19 positive in care setting			Yes
Human Resources -. Staffing, Education & Training		Yes	
Consumables – supply of PPE		Yes	
External Provision	Yes		
Escalation measures		Yes	

**Section 4:** Once this table is complete, please ensure to email over to the HSE to notify them, cc the quality department to ensure this data is transferred onto Q-Pulse for reporting purposes

### Leadership & Governance - Management Accountability

The Senior Leadership Team meeting is held every Friday.

#### Agenda:

- Resources
- PPE & Stock
- Recruitment
- Covid-19 Cases
- Training

#### Role & Responsibilities:

For the Covid-19 Plan we must update include key roles & responsibilities for the period of time that this is actioned.

#### CEO

1. Develop key messages & a communication strategy for Covid-19.
2. Succession planning for Management and key staff.
3. Ensure all contact information is up to date.
4. Consider redeployment of staffing & resources



*Associate Director, National Lead Homecare Services*

1. Link with the HSE COVID-19 IPC Team and allocated Infection Prevention Advisor.
2. Share updates and monitor all changes
3. Develop & Implement strategies for collaborating with all CHO areas.
4. Develop & Implement an Internal and External Communication Plan
5. Identify key PPE stocks and supplies required by the Homecare Service.
6. Identify alternative suppliers and products where limited supplies.
7. Educate all departments in Servisource

## **Infection Prevention and control**

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References to the OH guide on

- <https://www.hse.ie/>



Occupational  
Health Guidance.pdf

- *Our existing Infection Prevention Plan – REV 00*
- *JCI Guidelines <https://www.jointcommissioninternational.org/news-and-support/coronavirus/>*
- *CDC: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/non-us-settings/ipc-healthcare-facilities-non-us.html>*
  
- *<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/videoresourcesforipc/>*
- *<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/useofsurgicalmasksinhealthcaresetting/>*

## Training & Education

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Staff Requirements update to include the below implementation. This must be consistent nationwide.

- Specific Training on PPE gear – HSE land
- Focus on Infection Prevention and Control compliance figures as per IPC plan
- Hand Hygiene communication to be issued
- Education Documentation – external comms to be issued
- Digital Training webinars to be rolled out as matter of urgency

Poster for Communication externally with all staff



PPE Donning  
Doffing Poster.pdf

- Infection Prevention and control strategy – adapted (Covid-19 related)
- Infection Prevention and control policy
- Procedure for care staff
- Infection Prevention and control training /IPC induction training
- PPE gear training – HSE land – Compliance to be monitored by B.Adams
- Hand Hygiene refresher – Compliance to be monitored by B.Adams
- Spot checks for monitoring

## Infection Prevention and control reporting

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IPC KPI 2021- 95% compliance , 2022- 97% compliance

Covid-19 related definition update

Myhomecare now recognise A “near miss” in our Infection Prevention and control plan as all “self-isolation cases” that are reported. Staff whom are concerned for their own personal health that self-isolate for the period required can be considered a near

miss as the carer/nurse has prevented the protentional spread of the virus resulting in the protection of there clients.

Our IPC reporting now will include the below with the addition of the highlighted;

- How many are trained on IPC induction
- How many are trained in IPC – compliance rate
- How many spot checks take place weekly?
- Compliance rate on hand hygiene from spot check
- **How many staff are in isolation (as per section 1)**

Continue to monitor our COVID-19 response and amend this plan on an ongoing basis where need.

- provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
  - adapt the workplace to facilitate physical distancing
  - keep a contact log to help with contact tracing
  - have all workers undergo an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice All managers, supervisors and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions