

**COVID-19:
Information
and Guidance
for Social or
Community
Care &
Residential
Settings**

Version 1.2



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Version History

Version	Date	Summary of changes
V1.0	12/03/2020	First version of document
V1.1	18/03/2020	Updated to incorporate COVID-19 Guidance for infection prevention and control in healthcare settings. Version 1.0 New isolation guidance
V1.2	20/03/2020	FFP3 for AGPS

Contents

Scope of the guidance	3
1: Information and guidance for social or community care and residential settings	4
1.1 Background	4
1.2 Preventing spread of infection	5
1.3 Contact with a case of COVID-19.....	7
1.4 Actions to take if someone who may have COVID-19 becomes unwell whilst on site at your setting.....	8
1.5 Environmental decontamination (cleaning and disinfection) after a possible case has left a setting	9
1.6 Caring for someone with possible or confirmed COVID-19 in social or community care and residential settings.....	10
1.7 Home Visits/Care at Home	16
1.8 Occupational Exposure	18
Appendix 1 - Contact details for local Health Protection Teams	19
Appendix 2 - Best Practice How to Hand Wash.....	20
Appendix 3 - Putting on and removing Personal Protective Equipment (PPE).....	22
Appendix 4 - Routine decontamination of reusable non-invasive patient care equipment ...	23

Scope of the guidance

This guidance is to support those working in social or community care and residential settings to give advice to their staff and users of their services about COVID-19.

Social and community care is taken to include:

- long-term conditions services
- rehabilitation services
- community healthcare services
- community-based services for people with mental health needs
- community-based services for people with a learning disability
- community social care (domiciliary care services including those provided for children)
- community-based services for people who misuse substances
- local authority social work fieldwork services
- residential children's homes, including secure children's homes
- care home services with nursing
- care home services without nursing
- support to people in their own homes, either from a service or from staff directly employed by the supported

Unpaid carers, including family members who provide care in the home should refer to the advice on [NHS Inform](#).

This guidance covers:

- What COVID-19 is and how it is spread.
- Advice on how to prevent spread of all respiratory infections including COVID-19.
- Advice on what to do if someone is ill in a workplace or other social care or community care or residential setting.
- Advice on what will happen if an individual is being investigated as a possible case or is confirmed as a case of COVID-19.

Where relevant, additional setting-specific information and advice is also included in, or is linked to from, this guidance. This guidance is based on what is currently known about the Coronavirus Disease (COVID-19). Health Protection Scotland (HPS) will update this guidance as needed and as additional information becomes available.

1: Information and guidance for social or community care and residential settings

1.1 Background

What is Coronavirus (COVID-19)?

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus which was first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is currently believed to be between 2 to 14 days. The incubation period is the time between someone being exposed to an infection and developing symptoms. This means that if a person remains well 14 days after contact with someone with COVID-19 they have almost certainly not been infected.

What are the typical signs and symptoms of COVID-19?

Common symptoms include:

- high temperature or fever
- and/or**
- new continuous cough

People with these symptoms are advised to self-isolate for seven days from the start of the symptoms even if the symptoms are mild, and COVID-19 testing is not recommended.

Some people will have more serious symptoms, including pneumonia or difficulty breathing, which might require admission to hospital. Generally, COVID-19 infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic heart or lung disease. Some of these higher risk groups may not show the typical signs and symptoms described above. See [NHS Inform](#) for more details.

What should I do if I have symptoms

As of 16 March anyone developing symptoms consistent with COVID-19 (new continuous cough or a high temperature), however mild, should stay at home for 7 days from the onset of symptoms as per existing advice. You do not need to be tested for COVID-19.

Phone your GP if your symptoms:

- are severe or you have shortness of breath
- worsen during home isolation
- have not improved after 7 days.

If your GP is closed, phone NHS 24 (111).

In addition, it is now recommended that all individuals living in the same household as a symptomatic person should self-isolate for 14 days (household isolation).

Information on COVID-19, including “stay at home” advice for people who are self-isolating and their households, can be found on [NHS Inform](#).

Further, people who have no symptoms are advised to take social distancing measures to help reduce the transmission of COVID-19. In particular, this is strongly advised for people aged 70 or over, people with underlying medical conditions and pregnant women. Further advice on these measures will be available on [NHS Inform](#).

What should I do if my symptoms are worsening

Seek prompt medical attention if your illness is worsening. If it’s not an emergency, contact your GP or NHS 24. If it is an emergency and you need to call an ambulance, dial 999 and inform the call handler or operator that you may have coronavirus (COVID-19).

How is COVID-19 spread?

From what we know about other coronaviruses, transmission of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. The risk of infection transmission increases the longer someone has close contact with an infected person. Respiratory secretions, from the coughs and sneezes of an infected person, are the main route of transmission.

There are two routes by which COVID-19 can be spread:

Directly; from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.

Indirectly; by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes.

How long can the virus survive on environmental surfaces?

Under most circumstances, even without cleaning or disinfection, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses, are transferred to and by people’s hands and therefore frequent hand hygiene and regular decontamination of frequently touched environmental and equipment surfaces will help to reduce the risk of infection transmission.

1.2 Preventing spread of infection

There are general principles organisations and individuals can follow to help prevent the spread of respiratory viruses, including COVID-19.

Individuals should:

- Wash hands regularly.
- Wash hands with soap and water; or use alcohol hand sanitizer where available before eating and drinking, and after coughing, sneezing and going to the toilet.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items such as their mobile phone.
- Follow the stay at home guidance if you or someone in your household has symptoms of COVID-19.
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. Then wash your hands and if facilities are not available use alcohol based hand rub. If there are no tissues available, they should cough and sneeze into the crook of their elbow.

Organisations should:

- Ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. hand rails, tables, the arms of chairs, telephones, keyboards, door handles, desks and tables).
- Ensure regular environmental cleaning is done.
- Promote hand hygiene by making sure that staff, contractors, service users and visitors have access to hand washing facilities and where available alcohol based hand rub in prominent places where it is safe to do so.

Ensure any crockery and cutlery in shared kitchen areas is cleaned with warm water and general purpose detergent and dried thoroughly before being stored for re-use.

What else can be done to prevent spread of COVID-19?

In addition to the measures above providers should:

- Review their visiting policy, by asking no one to visit who has suspected COVID-19 or is generally unwell, and by emphasising good hand hygiene for visitors.
- Contractors on site should be kept to a minimum. The review should also consider the wellbeing of residents, and the positive impact of seeing friends and family.
- Ensure that all members of the setting are aware of the requirement to self-isolate if they develop symptoms of COVID-19 and support them in doing this.
- Consider the additional demands that will be placed on people by requirements for household isolation and put in place resilience planning to support this.

- Keep areas clutter free and avoid leaving food stuffs exposed and open for communal sharing unless they are individually wrapped.

There is currently no vaccine to prevent COVID-19.

Household isolation will reduce the community spread of COVID-19. This means that everyone living in the same household as someone with symptoms of COVID-19 should follow 'stay at home' advice on NHS Inform.

Social distancing measures should be used by everyone to help reduce the transmission of COVID-19. In particular, this is strongly advised for people aged 70 or over, people with underlying medical conditions and pregnant women. The aim of introducing social distancing measures for everyone is to reduce the transmission of coronavirus (COVID-19). Further advice on these measures is available on [NHS Inform](#).

Where can I find information on “stay at home” advice?

Information on when and how to self-isolate, including advice for other members of the same household as a person with symptoms, can be found on [NHS Inform](#).

Where can I find further information on COVID-19 and how to reduce the risk of infection?

Additional information can be found on the COVID-19 pages of the [NHS Inform](#) website. A COVID-19 communication toolkit is also available on NHS Inform and contains posters, video and social media posts for organisations to print, use and share.

People who want more general information on COVID-19 but do not have symptoms can also phone the free helpline on 0800 028 2816 (NHS 24).

The helpline is open:

- Monday to Friday, 8.00am to 10.00pm
- Saturday and Sunday, 9.00am to 5.00pm

1.3 Contact with a case of COVID-19

Asymptomatic individuals living in the same household as a possible case of COVID-19 should follow 'stay at home' advice on NHS Inform. This means you should remain at home for 14 days from the date symptoms started in your household member. Anyone who has symptoms of COVID-19 should follow the guidance for people with symptoms in the [Background](#) section.

What action needs to be taken if a case of COVID-19 has recently attended your setting?

A risk assessment of the setting is usually not required but under certain circumstances may be undertaken by the local Health Protection Team with the lead responsible person. Advice on cleaning of areas is set out below.

1.4 Actions to take if someone who may have COVID-19 becomes unwell whilst on site at your setting.

In preparation, make sure that all staff and individuals in your workplace / organisation, including children and young people, know to inform a member of staff or responsible person if they feel unwell. The following guidance may need to be adapted to ensure a responsible adult is there to support the individual where required.

If the person is a resident:

- Return the resident to their room.
- Seek prompt medical attention if their illness is worsening. If it is not an emergency, contact the GP or NHS 24. If it is an emergency and you need to call an ambulance, dial 999 and inform the call handler or operator that you may have coronavirus (COVID-19).
- Follow the advice below: Caring for someone with a possible or confirmed case of COVID-19.

If the person is not a resident

If they have mild symptoms they should go home as soon as they notice symptoms and self-isolate. Where possible they should minimise contact with others i.e. use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return quickly and directly home. While using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a closed door, such as a staff office or meeting room.

If it is possible to open a window, do so for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

1.5 Environmental decontamination (cleaning and disinfection) after a possible case has left a setting

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails. Once this process has been completed, the area can be put back into use. Any public areas where a symptomatic individual has only passed through (spent minimal time in) e.g. corridors, not visibly contaminated with any body fluids do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the PPE within the kit or PPE provided by the employer/organisation and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team (see [Appendix 1: Contact details for local Health Protection Teams](#)).

1.6 Caring for someone with possible or confirmed COVID-19 in social or community care and residential settings

Infection Prevention and Control

Staff must comply with all infection control procedures as set out in this guidance and outlined in the [National Infection Prevention and Control Manual](#) (NIPCM) which is best practice for all health and care settings.

The use of bank or agency staff should be avoided wherever possible.

Staff who are pregnant or otherwise immunosuppressed should not provide direct care for a person with possible or confirmed COVID-19. Any deviation from this should be a local decision. Pregnant staff or staff who are immunosuppressed should seek advice from the Occupational Health Department.

Isolation

People being cared for with confirmed COVID-19 should be cared for in a single room with en-suite facilities. Room door(s) should be kept closed where possible and safe to do so. Where this is not possible ensure the bed is moved to the furthest safe point in the room to try and achieve a 2 metres distance to the open door as part of a risk assessment that must be carried out with advice from the local Health Protection Team.

Only essential staff should enter the residents room, wearing personal protective equipment (see [Appendix 3](#)).

Display signage to reduce unnecessary entry into the isolation room. Confidentiality must be maintained.

All necessary procedures and care should be carried out within the resident's room. The minimum number of required staff should be present and they must wear PPE as described below. Entry and exit from the room should be minimised during care, specifically when these care procedures produce aerosols or respiratory droplets (this is further explained in the Personal Protective Equipment section below).

Staff Cohorting (working in dedicated teams)

Assigning a dedicated team of staff to care for individuals in isolation is an additional infection control measure which can help prevent onward spread of infection. This should be implemented whenever there are sufficient levels of staff available (so as not to have negative impact on non-affected patients care).

Where possible, staff who have had confirmed COVID-19 and recovered should care for COVID-19 patients (see [NHS Inform](#) for guidance on self-isolating and ending self-

isolation). Such staff must continue to follow the infection control precautions, including PPE as outlined in this document and the NIPCM.

Hand Hygiene

This is essential before and after all contact with the person being cared for, after removal of personal protective equipment and after cleaning of equipment and the environment.

Wash hands with soap and water following [Appendix 2 - Best Practice How to Hand Wash](#). Alcohol-based hand rub (ABHR) can be used if hands are not visibly dirty or soiled. **Alcohol based hand rub stocks will be prioritised for acute care settings and should not be stock piled.** Washing effectively with soap and water is sufficient.

Respiratory and Cough Hygiene – ‘Catch it, bin it, kill it’

Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissue should be disposed of promptly in the nearest foot operated waste bin.

Hands should be cleaned with soap and water if possible, otherwise using ABHR after coughing sneezing, using tissues or after contact with respiratory secretions and contaminated objects.

Encourage individuals to keep hands away from eyes, mouth and nose.

Some people may need assistance with containment of respiratory secretions, those who are immobile will need a container at hand for immediate disposal of the tissue such as a bag.

In common waiting areas or during transportation e.g. for urgent hospital care, symptomatic individuals may wear a fluid resistant surgical face mask (FRSM) if this can be tolerated, to minimise the dispersal of respiratory secretions and reduce environmental contamination.

Personal Protective Equipment (PPE)

The recommended minimum personal protective equipment (PPE) required to be worn when caring for a possible or confirmed case includes, disposable gloves and a disposable plastic apron and a fluid resistant surgical face mask. Hands should be washed with soap and water after all PPE has been removed. [Appendix 3](#) describes the procedures for putting on and removing PPE. Where someone is coughing and there is a risk of splashing to the face, the use of a full-face visor /goggles should be considered and risk assessed.

Additional PPE such as a Filtering Face Piece (class 3) FFP3 respirator is only required if undertaking an Aerosol Generating Procedure (AGP). A full-face visor would only be used if there is a risk of splash. The local Health Protection Team can advise on this. AGPs should be avoided where possible.

The following procedures are considered AGPs:

- Intubation, extubation and related procedures e.g. manual ventilation and open suctioning
- Tracheotomy/tracheostomy procedures (insertion/open suctioning/removal)
- Bronchoscopy
- Surgery and post mortem procedures involving high-speed devices
- Some dental procedures (e.g. high-speed drilling)
- Non-invasive ventilation (NIV) e.g. Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP) *
- High Frequency Oscillatory Ventilation (HFOV)
- Induction of sputum
- High flow nasal oxygen (HFNO) **

* CPAP and BiPAP are considered Aerosol Generating Procedures (AGPs). Long Term Oxygen Therapy is not.

If you do not anticipate the need for FFP3 respirators and are not caring for anyone currently receiving AGPs such as CPAP these should not be ordered or stockpiled and any surplus stock should be returned.

Care Equipment

Where possible use single-use equipment and dispose of as healthcare waste inside the room.

Where single use is not possible, use dedicated care equipment in the resident's room. This should not be shared with other individuals receiving care. If it is not possible to dedicate pieces of equipment to the individual, such as commodes or moving aides, this must be decontaminated immediately after use and before use on any other individual following the guidance in [Appendix 4](#).

Do not use fans that re-circulate the air and open windows for ventilation if it is safe to do so.

Try to keep the room clutter free and avoid storing any unnecessary equipment or soft furnishings in individuals own rooms to prevent unnecessary contamination of items.

All dishes, drinking glasses, cups, eating utensils, should be cleaned in a dishwasher, if possible, or hot soapy water, after each use, and dried.

Environmental Decontamination

It is possible that these viruses can survive in the environment with the amount of virus contamination on surfaces likely to have decreased significantly by 72 hours, so environmental cleaning is vital.

PPE must be worn as indicated above, prior to entering the resident's room. Those carrying out the cleaning must also be familiar with the required environmental decontamination processes and have been trained in these accordingly.

Domestic staff should be advised to clean the isolation room(s) after all other unaffected areas of the facility have been cleaned.

Ideally, isolation room cleaning should be undertaken by staff who are also providing care in the isolation room.

All shared spaces should be cleaned with detergent and disinfectant in accordance with this section.

Decontaminate all surfaces in the isolation room, including all potentially contaminated high contact areas such as door handles, tables, grab-rails and bathrooms.

Coronaviruses are readily inactivated by commonly available disinfectants such as alcohol (70% ethanol) and chlorine releasing agents (sodium hypochlorite at 1,000 ppm av. cl.). Therefore, decontamination of equipment and the environment should be performed as per Chapter 2 ([section 2.3](#)) of the National Infection Prevention and Control Manual, i.e. using either:

- A combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine (ppm available chlorine (av.cl.));

or

- A detergent clean followed by disinfection (1000ppm av.cl.).

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the PPE within the kit or PPE provided by the employer/organisation and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

Decontamination of soft furnishings may require to be discussed with the local Health Protection Team. If the furnishing is heavily contaminated, you may have to discard it. If it is safe to clean with standard detergent and disinfectant alone then follow appropriate procedure. If it is not safe to clean the item should be discarded.

Staff Uniforms

If possible laundry services should be used to launder staff uniforms. If this is not available uniforms should be transported home in a disposable plastic bag. Uniforms should be laundered:

- separately from other household linen
- in a load not more than half the machine capacity
- at the maximum temperature the fabric can tolerate, then ironed or tumble dried

Safe Management of Linen

Any, towels or other laundry used by the individual should be treated as infectious and placed in an alginate bag then a secondary clear bag before removing from the isolation room and then place directly into the laundry hamper/bag. Take the laundry hamper as close to the point of use as possible, do not take inside the isolation room. When handling linen do not:

- Rinse, shake or sort linen on removal from beds
- Place used/infectious linen on the floor or any other surface e.g. table top
- Re-handle used/infectious linen when bagged
- Overfill laundry receptacles; or
- Place inappropriate items in the laundry receptacle.

Laundry must be tagged with care area and dated, stored in a designated, safe lockable area whilst awaiting uplift or laundering.

This should be laundered in line with local policy for infectious linen.

Waste

All consumable waste items that have been in contact with the individual, including used tissues, should be put in a plastic rubbish bag, double bagged and tied. This should be put in a secure location awaiting uplift in line with local policies for contaminated waste.

Waste such as urine or faeces from individuals with possible or confirmed COVID-19 does not require special treatment and can be discharged into the sewage system. If able, the individual can use their en-suite WC. Communal facilities should not be used.

Visitors

Visitors should be restricted to essential visitors only, all must be instructed on hand hygiene. Local risk assessment and practical management should be considered, ensuring a pragmatic and proportionate response, including the consideration of whether there is a requirement for visitors to wear PPE. These visitors must not visit any other care areas or facilities. A log of all visitors should be kept. Visiting may be suspended if considered appropriate. Consider alternative measures of communication including phoning or face-time.

Transfer from community settings

If a transfer from the community setting to hospital is required, the ambulance service should be informed of the infection status of the patient. Staff in the receiving ward/department should be notified in advance of any transfer and must be informed that the individual has or is suspected to have COVID-19.

Transfer from hospital

If the patient is clinically well and suitable for discharge from hospital, they can be discharged after:

- appropriate clinical assessment
- risk assessment of their home environment and provision of advice about staying at home / self-isolation as appropriate (See NHS Inform for details).
- there are arrangements in place to get them home (see Appendix 1: Safe forms of transport to and from hospital for possible and confirmed cases) Decisions about any follow-up will be on a case by case basis.

Caring for someone who has died

The infection control precautions described in this document and the NIPCM continue to apply whilst in individual who has died remains in the care environment. This is due to the ongoing risk of infectious transmission via contact although the risk is usually lower than for living patients. Where the deceased was known or suspected to have been infected with COVID-19, there is no requirement for a body bag, and viewing, hygienic preparations, post-mortem and embalming are all permitted.

If required any follow up of contacts of positive individuals will be co-ordinated by the local Health Protection Team.

If you have concerns about an individual receiving care who may have visitors/ family contact with someone with confirmed COVID-19, seek advice from the local health protection team.

1.7 Home Visits/Care at Home

Anyone developing symptoms consistent with COVID-19, however mild needs to stay at home for 7 days from the onset of symptoms. In addition, it is now recommended that anyone living in the same household as a symptomatic person should self-isolate for 14 days (see [NHS Inform](#)).

If an individual is in self-isolation, health and social care staff should ascertain if the individual has symptoms prior to their visit. It may become necessary to defer some home visits and alternative arrangements must be put in place to maintain contact (e.g. telephone liaison). Health and social care staff performing non-deferrable essential visits (for example, personal or nursing care) to households where there is an individual self-isolating, should follow the guidance below:

If during a domiciliary visit it is thought that the individual has COVID-19 then:

Staff

Staff must comply with all infection control procedures as set out in this guidance and the [National Infection Prevention and Control Manual](#) which is best practice for all health and care settings.

The use of bank or agency staff should be avoided wherever possible. Staff attending to care for someone who has symptoms consistent with COVID-19, where possible, should arrange the visit for the end of their case load that day.

Assigning a dedicated team of staff to care for a case load of individuals in isolation is an additional infection control measure which can help prevent onward spread of infection. This should be implemented whenever there are sufficient levels of staff available (so as not to have negative impact on non-affected patients care).

Only essential staff should enter the care area, wearing personal protective equipment (PPE).

Where possible staff who are pregnant or otherwise immunosuppressed should not provide direct care for a person with symptoms consistent with COVID-19. Any deviation from this should be a local decision. Pregnant staff or staff who are immunosuppressed should seek advice from the Occupational Health Department.

Hand Hygiene

This is essential before and after all contact with the individual being cared for, following removal of protective clothing and cleaning of equipment and the environment.

Wash hands with soap and water following [Best Practice How to Hand Wash Appendix 2](#). **Alcohol-based hand rub can be used if hands are not visibly dirty or soiled. Alcohol based hand rub stocks will be prioritised for acute care settings and these should not be stock piled.** Washing effectively with soap and water is sufficient. Use disposable paper towels to dry hands and place in waste.

Personal Protective Equipment (PPE)

Should be put on in the hallway or reception area of the home. The recommended PPE required to be worn for individuals with suspected or confirmed COVID-19 is disposable gloves, a disposable plastic apron and a fluid resistant surgical face mask. Where someone is coughing and there is a risk of splashing the use of a full-face visor/goggles should be considered and risk assessed.

Additional PPE such as a Filtering Face Piece (class 3) FFP3 respirator and full-face visor is only required if undertaking an Aerosol Generating Procedure (AGP). The local Health Protection Team can advise on this. AGPs which should be avoided where possible. Additional PPE. If you do not anticipate the need for additional FFP3 respirators for example are not caring for anyone currently receiving AGPs such as CPAP these should not be ordered or stockpiled.

Continuous Positive Airway Pressure (CPAP) and Bilevel Positive Airway Pressure (BiPAP) are considered to be Aerosol Generating Procedures (AGP).

If you must carry out a home visit, phone ahead and establish what times of the day the patient is on their CPAP/BiPAP. Staff should ensure they visit at least 1 hour after the CPAP/Bi PAP was switched off which will provide adequate time for the aerosols to dissipate

If the clinical condition is such that the CPAP/BiPAP cannot be turned off for a full hour before the visit then the patient should, if possible, move to another room before the practitioner enters their home and the door of the room where the CPAP/BiPAP takes place should be closed. The practitioner can then enter the patient's home to assess their condition.

If visiting whilst the patient is on CPAP or BiPAP cannot be avoided, practitioners will need to wear FFP3 masks or identify a suitable practitioner who is both face fit tested and has access to FFP3 mask.

Removal of PPE

Remove PPE in the hall reception area following the guidance in [Appendix 3](#) and place in a waste bag. This process is described in next section below.

Hands should be washed after all PPE has been removed. Do not re-enter the care area or go within 2 meters of the person receiving care.

Waste

Dispose of PPE and personal waste (e.g.; used tissues and disposable cleaning cloths) securely within disposable bags. When full, the disposable bags should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other household waste can be disposed of as normal.

If there is a symptomatic household member in self-isolation

If the household member is self-isolating, they should be advised that prior to the arrival of the carer, they should move to another room within the house and remain there for the duration of the home visit.

If there is any visitors or family with respiratory symptoms they should be advised look at the advice provided on NHS Inform.

Reporting to Local Health Protection Team

The local Health Protection Team (HPT) should be informed of any:

- Confirmed case in a long-term care facility or other closed setting
- Cluster or outbreak in any social or community care and residential setting
- Confirmed case in a care worker working in a closed setting

1.8 Occupational Exposure

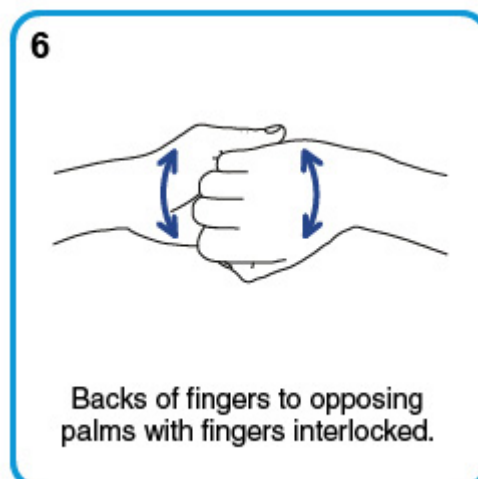
All staff should be vigilant for respiratory symptoms during the incubation period which can be up to 14 days following last exposure to a possible/confirmed case of COVID-19 and should not come to work if they have a fever or continuous cough. They should stay at home and follow the seek advice from NHS Inform or occupational health department as per the local policy. During this period, symptomatic staff and their household members should follow the 'stay at home' advice on [NHS Inform](#).

Appendix 1 - Contact details for local Health Protection Teams

Organisation	Office Hours Telephone Number	Out of Hours Telephone Number Ask for Public Health On Call
Ayrshire and Arran	01292 885 858	01563 521 133
Borders	01896 825 560	01896 826 000
Dumfries and Galloway	01387 272 724	01387 246 246
Fife	01592 226 435/798	01383 623 623
Forth Valley	01786 457 283	01324 566 000
Grampian	01224 558 520	0345 456 6000
Greater Glasgow & Clyde	0141 201 4917	0141 211 3600
Highland	01463 704 886	01463 704 000
Lanarkshire	01698 858 232/228	01236 748 748
Lothian	0131 465 5420/5422	0131 242 1000
Orkney	01856 888 034	01856 888 000
Shetland	01595 743 340	01595 743 000
Tayside	01382 596 976/987	01382 660111
Western Isles	01851 708 033	01851 704 704

Appendix 2 - Best Practice How to Hand Wash

Steps 3-8 should take at least 15 seconds.

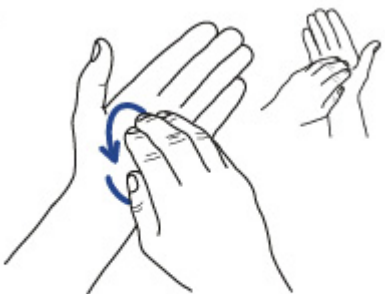


7



Rotational rubbing of left thumb clasped in right palm and vice versa.

8




Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.

9



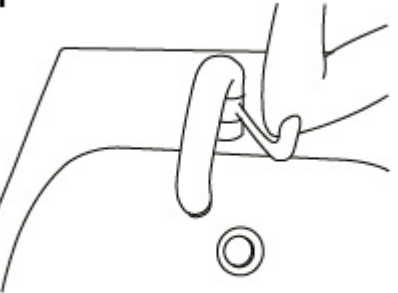
Rinse hands with water.

10



Dry thoroughly with towel.


11



Use elbow to turn off tap.

12

🕒 Steps 3-8 should take at least 15 seconds.



...and your hands are safe*.

Appendix 3 - Putting on and removing Personal Protective Equipment (PPE)

Putting on PPE

PPE should be put on before entering the room.

- Keep hands away from face and PPE being worn
- Change gloves when torn or heavily contaminated
- The order for putting on is apron, surgical mask, eye protection (where required)

The order given above is a practical one; the order for putting on is less critical than the order of removal given below.

Removal of PPE

PPE should be removed in an order that minimises the potential for cross-contamination.

Gloves

- Grasp the outside of the glove with the opposite gloved hand; peel off.
- Hold the removed glove in gloved hand.
- Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
- Peel the glove off and discard appropriately.

Gown

- Unfasten or break ties.
- Pull gown away from the neck and shoulders, touching the inside of the gown only.
- Turn the gown inside out, fold or roll into a bundle and discard.

Eye Protection

- To remove, handle by headband or earpieces and discard appropriately.

Fluid Resistant Surgical facemask

- Remove after leaving care area.
- Untie or break bottom ties, followed by top ties or elastic and remove by handling the ties only and discard as clinical waste.

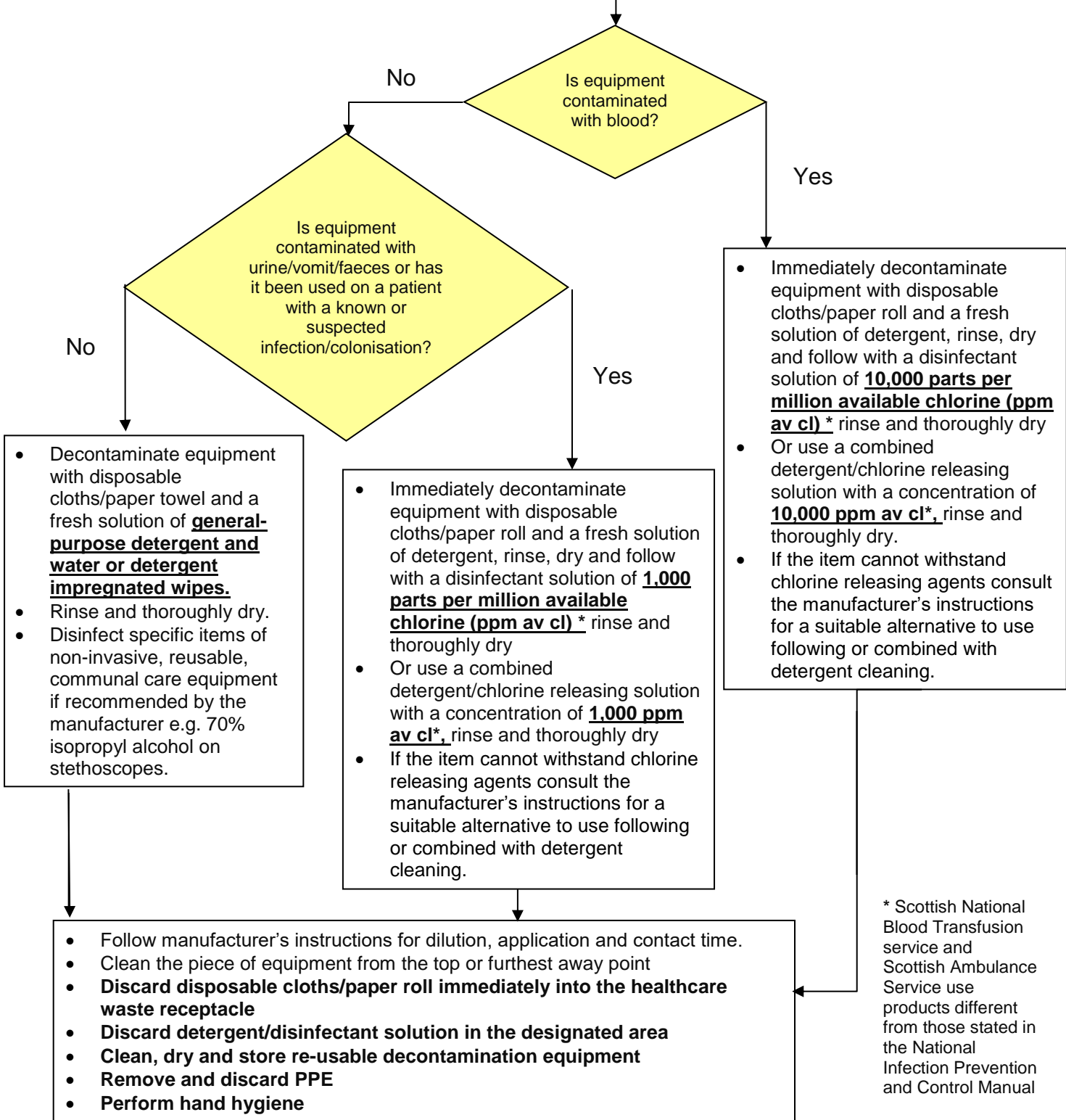
To minimise cross-contamination, the order outlined above should be applied even if not all items of PPE have been used.

Perform hand hygiene immediately after removing all PPE.

Appendix 4 - Routine decontamination of reusable non-invasive patient care equipment

Routine decontamination of reusable non-invasive care equipment

- Check manufacturer’s instructions for suitability of cleaning products especially when dealing with electronic equipment.
- **Wear appropriate PPE e.g. disposable, non-sterile gloves and aprons.**



* Scottish National Blood Transfusion service and Scottish Ambulance Service use products different from those stated in the National Infection Prevention and Control Manual