



**St. Michael's House**

**Internal Memorandum**

**To: All Service Managers and Persons in Charge**

**Re: Staff Supporting Service Users Admitted to Hospital setting**

**Date: 29/06/2020 – reviewed 22/10/2020**

**FOR YOUR INFORMATION**

All service users presenting with respiratory symptoms and/ or being admitted to the hospital setting will have a Covid 19 swab taken. On receipt of the results of this they will be transferred to the appropriate ward for treatment.

Irrespective of the Covid 19 swab results, there are significant restrictions on accompanying/ visiting in the hospital setting and predominantly St. Michaels House staff are not permitted to visit/ support service users once they are admitted to the hospital setting. In the event there is a level of support required by a service user, staff need to maintain cognisance of the infection control measures that are to be followed to minimise risk of infection being contracted by a staff member or carrying infection across different areas (i.e. from hospital to residential unit).

In the event there is a need for staff to support a service user in the hospital setting, please see below as guidance for Service managers/ PICs

1. As appropriate you should liaise with family members to provide support for the service user
2. Plan to cohort a certain team of staff to solely provide support to the service user in the hospital for the period of admission. They should only attend the hospital on the day of work and should not go between hospital and SMH unit for any reason.
3. As additional precaution, staff should manage the clothing they wear in the hospital as per Information/ Advisory on Clothes 17/04/2020, available on Livebinders
4. Staff accompanying service users in the hospital setting should follow hospital guidance in relation to PPE requirement for the service user.
5. In the event of a service user testing positive or becoming symptomatic for COVID 19 during the hospital stay:
  - a. Staff do not require self-quarantine unless they were not wearing full PPE or had a PPE Breach in the 48 hours before symptom onset or since symptoms developed
  - b. If there has been a query regarding PPE/ breach in PPE staff should self-quarantine immediately/ or as soon as feasible.

- c. They should inform their line manager/ HR who will in turn inform CHI and this will be dealt with the next working day.
6. In the event of becoming symptomatic:
  - a. They should self-isolate immediately, inform their line manager and should be referred to CHI
  - b. If they become symptomatic during a working week (i.e. Monday – Friday) they should be referred to CHI for testing by their line manager/ HR and be advised contact their own GP for clinical care and follow up.
  - c. If they become symptomatic at the weekend, they should contact their line manager/ NMOC and be advised to contact their local GP out of hours services for review and be referred to CHI on the next working day.
7. Staff supporting the service user have a responsibility to
  - a. Follow the infection control/ PPE guidance that are in place from the relevant hospital and specific to the service user being admitted i.e. if service user is being treated for suspected or confirmed Covid 19 relevant PPE should be available for staff supporting them and if that is not available staff provision in the hospital should be reviewed
  - b. In regards to staying with a service user the staff should maintain all public health/ hospital precautions that are in place
    - i. Maintain physical distancing from hospital staff and other patients
    - ii. Wear facemask (as per HSE guidance) and any relevant PPE for service user need
    - iii. Maintain hand hygiene
    - iv. Maintain awareness of environmental hygiene
    - v. Appropriate Cough etiquette
    - vi. Monitor for any respiratory symptoms and report as appropriate
  - c. Liaise with the relevant ward in regards to donning and doffing stations within the ward and provision of PPE suitable to the needs of the individual service user
8. Liaise with CNSp Acute Hospital Liaison nurse if there are staff supports being put in place so she can liaise with the ward re: PPE management and provision.
9. Post discharge
  - a. In the event the service user develops Covid 19 symptoms in their 14 days isolation post discharge referral should be made to CHI for guidance.
  - b. Staff can continue to work but should continue to monitor themselves for any Covid 19 symptoms.

Kind regards

Edel Carty, HR Manager

Louise Kenny CNSp Infection, Prevention and Control

Muireann Ní Riain CNSp Acute Hospital Liaison – Intellectual Disability

**Reviewed 22/10/2020 – updated with HR Manager Name**