**Bounty Joy Ltd Covid-19 Assurance Framework**

Bounty Joy limited is a parenting company.  For over 25 years, it has offered a Newborn photography service to mothers on the maternity ward. Free Newborn Packs, containing free product samples and HMRC Child Benefit forms, in a heat-sealed bag, are also given to new mothers on the maternity ward (currently during the pandemic these are being handed out by hospital maternity ward staff).

Additionally, The Bounty Pregnancy & Baby app is downloaded by 40% off all new mums seen on maternity wards, who for generations have come to expect and enjoy having the choice to receive its services before being discharged from hospital.

For identity and security purposes, photographers wear a uniform tabard, visitor lanyard, and are DBS checked.

As you would expect Pre-Covid19, photographers already held a long-standing professional record of diligently adhering to hygiene and safety procedures alongside your Trust’s maternity ward team.

Already established protocols include registering with the maternity ward reception on arrival, checking which mothers they may or may not visit (this ensures clinically vulnerable patients are not visited), sanitising hands between each portrait session and cleaning workstations and equipment with both cleaning and disinfectant wipes before and after their visit on the ward.

Similarly, given that the Bounty Joy service is provided in healthcare environment, prior to Covid-19, the already robust sickness policy advised photographers to stay home when they are sick with flu-like symptoms and for 48 hours after episodes of vomiting or diarrhoea.  This has been revised to include guidance relating to employees having contact with someone who has tested positive; or who has symptoms and if employees themselves have symptoms of high temperature (feeling hot to touch on chest or back), a new, continuous cough, a loss or change to sense of smell or taste **(See table below)**.

To ensure appropriate Infection Control safeguards remain in place, the Bounty Joy Covid-19 Framework proposes the following measures for when it is appropriate to return to the wards

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| **Issue** | **Action Taken** |
| PPE | * Provided by Bounty Joy Ltd, photographers will wear a single use, fluid repellent surgical face mask upon entering the hospital.

N.B Additional requisite for how and when to use disposal gloves and aprons can be prescribed by individual hospital Trust ICD |
| Infection Control | Photographers adhere to established pre-pandemic requirements:* Sanitising hands on entering the ward
* Sanitising hands between visiting each mother who requests a Bounty Joy portrait session with their baby
* On arrival and departure from the ward, all photographer equipment (i.e. camera, laptop, trolley, phone, tablet and wipeable cushion for mothers to place their baby on) is cleaned using Clinell Wipes and Universal Spray.
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| Social Distancing  | * Photographers observe the requisite social distancing measure in place at the time when giving out a single-use “YOUR CHOICE Please Visit Me” card.
* Mothers choose to display this card to indicate if they would like the photographer to return in a short while.
* Mothers will be asked to position their baby for photographs (in the event that a mother is unable to position baby herself, the photographer will seek her permission to assist in offering help to the mother).
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| Lateral Flow Testing/Positive Test Reporting | * Photographers will be required to take two lateral flow tests each week and enter their results online by following the instructions in the kit.
* Photographic evidence of each twice weekly test must be emailed to a dedicated Bounty Joy inbox by 9am on Monday and Thursday mornings (stored on a Staff Tracker database)
* Positive tests are required to be reported via a separate confidential HR inbox and telephoned to line managers to trigger a Bounty Joy Head Office process for notifying maternity ward managers in the event that a photographer tests positive, within 1 hour during working hours.
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| Covid 19 Symptoms and household exposure to positive cases | * Any employee with Covid 19 symptoms (or who has been in contact with someone in the same household who has tested positive or who has symptoms) must not attend work and is required to follow a 10 day isolation period
* Notification of absence triggers a requirement and reporting process for contacting NHS to arrange for a PCR test.
* Only on the receipt of confirmation of a negative test (sent to a confidential HR inbox) and being well, will employees return to work.

N.B Copies of ‘*Testing’* Policy and ‘*Working in a Hospital during* *Covid 19’* policies are available on request  |
| Covid-19 Vaccination Programme | * Bounty Joy Limited requires that all its hospital employees are double vaccinated against Covid 19 as they are working in a healthcare setting.
* Bounty Joy Limited also asks employees permission to hold a record of vaccination dates on staff personnel files.

N.B Copy of ‘*Covid 19 Vaccination’* policy available on request  |

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| Covid 19 Training | * All staff are required to complete Covid 19 training module to ensure secure service delivery.
* Training includes the formal Bounty Joy Limited Disciplinary Process stipulations in respect of failing to; conduct tests as required/fails to confirm a positive result/seek a PCR test for symptoms/or reporting contact with someone who has tested positive or who has symptoms - or who does not submit vaccine evidence for personnel files.  All are classed as Gross Misconduct and may result in a dismissal.
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Please Note:  Before returning, Bounty Joy Ltd would supply Infection Control Lead with the following documentation for its records:

* Risk Assessment
* Method Statement
* H&S Summary and Employee Health Check survey/staff tracker
* Training module

**Recommencement of Service**

To ensure Bounty employees familiarise themselves with the ward, make introductions to Health Care Professionals and fully understand the wards new world ways of working, the Bounty Joy service will first recommence only as the Bounty pack distribution service for an agreed period, before beginning to offer photographic services to parents.