

Working in a Hospital Environment during Covid-19 - Health & Safety Policy

Introduction

As a Field colleague, you are in the privileged position of visiting NHS maternity wards on a daily basis, and as such it is an important company requirement that you adhere to strict NHS Guidelines and Bounty Joy Limited Policies and Procedures. This is especially important with Covid-19, and therefore all Field colleagues need to be familiar with the details set out in this policy.

Who is this Policy for?

This policy is for:

- All Bounty Joy Limited employees and/or workers

Other safeguards

This policy takes into account current Government and/or NHS guidance in relation to Covid-19. This policy should be read in conjunction with our Vaccine Policy, Testing Policy, Covid-19 Hospital Assurance Framework and Uniform Policy.

Hospital Environment

You are a visitor to the Maternity Ward and therefore you must comply with their guidelines and restrictions. You will need to be aware of where you are permitted to visit, and the ward protocols around visiting different areas. For example, you may not be allowed to visit the Special Care Baby Unit without the express permission of a midwife or at the request of a parent.

Covid-19

During the management of Covid-19, there may be areas of the ward that you are not permitted to access due to a suspected Covid-19 case, and therefore it is important that you understand any restrictions.

There may also be temporary measures put in place to manage Covid-19, for example one-way systems in the corridor. It is essential during this time that you introduce yourself to the Maternity Ward reception as soon as you access the ward, and that you ask your ward colleagues to confirm which beds or areas you cannot visit. This is to ensure that the clinically vulnerable are not disturbed. Failure to do this may result in a disciplinary investigation and subsequent action.

Personal Protective Equipment (PPE)

As you will be interacting with families on NHS maternity wards, and due to the ongoing Covid-19 pandemic, you are required to wear PPE.

Our requirements are based on current NHS guidelines and consist of:

- Wearing of one fluid resistant surgical mask covering both your nose and mouth (one per day) If you have a break and leave the maternity ward, you will need to replace.
- Should parents permit you to handle their baby, then you must wear a single-use disposable plastic apron over your Bounty uniform. This must be removed (and carefully disposed of in the designated hospital bins) after visiting each family).

Provision of PPE

Provided by Bounty Joy Ltd, you will wear a single use, fluid repellent surgical face mask upon entering the hospital. You must ensure that the PPE is kept in a secure and clean

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environment, and you will be responsible for ensuring that you have sufficient stock of PPE to complete your role in a Covid secure manner.

Lateral Flow Testing/Positive Test Reporting

- You 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 an Employee Tracker database)
- Positive tests are required to be reported via a separate confidential HR inbox and telephoned to line managers. This will trigger a Bounty Joy Head Office process for notifying maternity ward managers within 1 hour during working hours.
- For full details of testing, please refer to the Testing Policy ([enter link here](#))

Social Distancing

- You will observe the requisite social distancing measure in place at the time when giving out a single-use “YOUR CHOICE” card.
- Parents choose to display this card to indicate if they would like you to return in a short while.
- Parents will be asked to position their baby for photographs, but in the event that a they are unable to do this, you will seek permission to assist).

Infection Control

It is important to remember that you are working in a clinical hospital ward environment and you need to protect yourself and the families you interact with, by following these simple rules in relation to hygiene and cleanliness

- You must use hospital provided hand sanitiser and/or wash hands (for a minimum of 20 seconds) upon accessing the ward. Follow 7 steps for correct hand washing guidelines
- Replace mask if face is touched inside mask. If you eat or drink replace with new mask. Always wash hands before applying PPE and after removal.
- You must use hospital provided hand sanitiser and/or wash hands (minimum of 20 seconds) after visiting each family and before interacting with another family
- Should you use hospital provided single use gloves, please be aware that if you touch your face, you will need to replace them
- Due to Covid-19, you will need to wear a fluid resistant surgical mask in the hospital - covering both your mouth and nose
- Dispose of PPE in appropriate bins provided in each hospital (usually cream bin, black stripe on lid with orange bag, placed at entrance and exit of wards)
- You must not wear jewellery
- Any hair longer than shoulder-length must be tied back
- No nail polish or false nails to be worn
- All clothing must be kept above the elbow
- Uniform to be removed, taken home in plastic bag & washed at the recommended temperature
- You must adhere to social distancing in place at the time
- Do not attend work if you are experiencing Covid-19 symptoms as detailed previously

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- If you have Covid-19 symptoms (or have been in contact with someone who has tested positive or who has symptoms) you must not attend work.
- Notification of absence triggers a requirement and reporting process for contacting NHS to arrange for a PCR test. Please refer to the Testing Policy for full details.

Covid-19 Training

- You are required to complete the 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
 - confirm a positive result
 - seek a PCR test for symptoms
 - report contact with someone who has tested positive or who has symptoms
 - submit vaccine evidence for personnel files.

All are classed as Gross Misconduct and may result in a dismissal.

Equipment

On arrival and departure from the ward, you must clean all your photographic equipment (i.e. camera, laptop, trolley and beanbag). The equipment will be cleaned using Bounty-supplied Wipes and Spray. You are responsible for ensuring you have an adequate supply.

Bounty Joy Limited have put in place this policy to ensure you are working in a covid-secure manner. If you have any concerns regarding anything in this policy and wish to discuss, then please contact your line manager in the first instance. Your health and wellbeing (and that of hospital staff/patients) are important to us, and we take seriously any breaches in this policy. All breaches will be investigated and may lead to disciplinary action.

I Confirm that I have read, understood and agree to comply

with this policy.

Date:.....

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Bounty Joy Ltd Covid-19 Assurance Framework – Summary

Issue	Action Taken
PPE	<ul style="list-style-type: none"> • Provided by Bounty Joy Ltd, photographers will wear a single use, fluid repellent surgical face mask upon entering the hospital.
Infection Control	<p>Photographers adhere to established pre-pandemic requirements:</p> <ul style="list-style-type: none"> • Sanitising hands on entering the ward • Sanitising hands between visiting each parent who requests a portrait session with their baby On arrival and departure from the ward, all photographer equipment (i.e. camera, laptop, trolley, and beanbag is cleaned using Bounty-supplied Wipes and Spray.
Social Distancing	<ul style="list-style-type: none"> • Photographers observe the requisite social distancing measure in place at the time when giving out a single-use “YOUR CHOICE” cards. • Parents choose to display this card to indicate if they would like the photographer to return in a short while. • Parents will be asked to position their baby for photographs, but in the event that they are unable to do this, the photographer will seek permission to assist.
Lateral Flow Testing/Positive Test Reporting	<ul style="list-style-type: none"> • 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. This will 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.

Covid 19 Symptoms	<ul style="list-style-type: none"> Any employee with Covid-19 symptoms (or who has been in contact with someone who has tested positive or who has symptoms) must not attend work. Notification of absence triggers a requirement and reporting process for contacting NHS to arrange for a PCR test. Only on receipt of confirmation of a negative test (sent to a confidential HR inbox) and being well, will employees return to work.
Covid-19 Vaccination Programme	<ul style="list-style-type: none"> Bounty Joy Limited requires that all its hospital employees are vaccinated 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.
Covid-19 Training	<ul style="list-style-type: none"> 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; <ul style="list-style-type: none"> conduct tests as required confirm a positive result seek a PCR test for symptoms report contact with someone who has tested positive or who has symptoms submit vaccine evidence for personnel files. <p>All are classed as Gross Misconduct and may result in a dismissal.</p>