

Date: 31st March 2020

Enquiries to: covid-19@suffolk.gov.uk
or
CYP.businesscontinuity@suffolk.gov.uk

Dear Voluntary and Community Sector Organisation,

USE OF PERSONAL PROTECTION EQUIPMENT (PPE)

As a provider of support and care in our Suffolk communities you have taken on an important role in efforts to tackle and reduce the impact of the Coronavirus. We realise some of you will be supporting our vulnerable individuals and the work of all the voluntary and community sector is vital in combatting feelings of isolation and emotional distress in all of our population. I just want to take this opportunity to thank you for your efforts.

We recognise the anxiety you and your staff feel with regards to the possible risk of infection and wanted to help clarify the guidance in an easy to use format including highlighting when additional precautions need to be taken when in contact with children, young people and adults. This guidance calls on the latest evidence from Public Health England. This knowledge gives us assurance that the following guidance reduces risks significantly:

- Keep social distance principles to the fore at all times,
 - Symptoms of Covid -19 are a high temperature and/or a new continuous cough.
 - Whenever possible, keep at least two meters (6 feet) apart from other individuals
 - Maintain contact with those you are supporting by telephone or other appropriate communication methods rather than a home visit.
 - When a home visit is necessary ring the family in advance to enquire whether the household are all symptom free.
 - On arrival at the home, knock on the door and keep your distance and do not enter the house/venue till you are happy that the household are all symptom free. Wash your hands when you enter the house/venue and before you leave using your own soap and kitchen towel if you do not have sanitising gel.
- Keep to **hand hygiene** principles at all times:
 - Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
 - Use paper towels for drying of hands, which can then be disposed of as soon as used, in an enclosed waste receptacle.
 - Avoid touching your eyes, nose and mouth
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Clean frequently touched surfaces more often & surfaces daily
 - Use detergent followed by disinfectant to clean
 - Alternatively, use a combined detergent/disinfectant product to clean.

- Continue to follow universal infection control principles, such as using disposable gloves and apron when dealing with bodily waste.
- Ensure good ventilation of rooms.

The use of PPE is only recommended for individuals providing direct personal care to another individual who is symptomatic of having Covid-19 infection

The embedded leaflet (and also enclosed) gives more detailed guidance for VCS organisations to follow when carrying out tasks that may require PPE



2020-03-29
GUIDANCE FOR VOLL

Please see the enclosed additional leaflets for further information:

- Staff guidance on Coronavirus (COVID-19)
- PPE Guidance awareness poster
- More detailed guidance for different voluntary and community sector settings

For further information please see the guidance on the government Covid-19 link:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-residential-care-supported-living-and-home-care-guidance>

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Keeble'.

Stuart Keeble
Director of Public Health
Suffolk County Council Public Health

A handwritten signature in black ink, appearing to read 'Cath Byford'.

Cath Byford
Chief Nurse, the NHS Clinical Commissioning Groups for Norfolk and Waveney

A handwritten signature in black ink, appearing to read 'Lisa Nobes'.

Lisa Nobes, Director of Nursing and Quality
NHS West Suffolk Clinical Commissioning Group
NHS Ipswich and East Suffolk Clinical Commissioning Group