



## **COVID SAFETY POLICY amended 2022**

### **CONTENTS**

- A. Introduction
- B. Guidance & Actions required.
- C. COVID 19 symptoms ..... NHS definitions
- D. Client information & Duty Officer Guidance
- E. Voluntary Driver Information.
- Annex Client, driver & D.O. ; bullet points

*This policy will be reviewed annually by the CARE committee at their first meeting after the annual general meeting*

## COVID SAFETY POLICY amended 2022

### **A/. Introduction**

The aim of this amended Covid Safety Policy is to manage the current Covid risks to both Clients and voluntary drivers whilst they are using the CARE in East Grinstead & Lingfield voluntary driving service

The Policy below identifies possible risks and modified actions required to mitigate them  
Users should at all times follow current Government Guidance on Covid precautions.

### **B/. Guidance & action required**

To achieve these aims we ask clients and drivers to follow the Safety Policy guidance and carry out the specified actions listed below and as bullet points in the Annex.

### **C/. COVID 19 Symptoms as defined by NHS can include any of the following**

- 1) *A High Temperature;*
- 2) *A new continuous cough;* ..... this means coughing for more than 1 hour, or 3 or more coughing episodes in 24 hours ( if you usually have a cough it may be worse than usual)
- 3) A loss or change to your sense of smell & tastes.
- 4) Shortness of breath.
- 5) Feeling tired or exhausted.
- 6) An aching body.
- 7) A headache.
- 8) A sore throat.
- 9) Blocked or runny nose.
- 10) Loss of appetite
- 11) Diarrhoea
- 12) Feeling sick or being sick.

The symptoms are very similar to other illnesses such as colds and flu.

*Above list extracted from NHS website.*

## **COVID SAFETY POLICY**

### **D/. Client Information and Duty Officer (DO) Guidance**

Clients are requested to carry out the following actions and Duty Officers are asked to make all Clients aware of these points when taking a journey booking.

- 1) All clients **MUST** advise the Duty Officer at the time of booking or any time prior to the journey if they are suffering from any COVID symptoms (See para C above for definitions of symptoms as listed on NHS website)
- 2) When the driver rings the client before the journey the client **MUST** advise the driver if they currently have any COVID symptoms.
- 3) Clients on leaving home should follow Government Guidance on Covid hygiene.
- 4) The wearing of masks in the vehicle is recommended.
- 5) On entering and on leaving the Medical facility we suggest the Client to use a hand sanitizer

## **COVID SAFETY POLICY**

### **E/. Voluntary Driver Information & Guidance**

Voluntary drivers will carry out the following actions

1. The driver **MUST** advise the Duty Officer at any time if they have any COVID symptoms (see para C above).
2. When the driver rings the client to confirm the journey they should ask the client if they have any COVID symptoms listed above.
3. On leaving home drivers should follow Government Guidance on Covid hygiene.
4. It is recommended that the driver wears a face mask.



## **COVID SAFETY POLICY      Annex**

### **Client, driver & DO Guidance... bullet points**

Clients/drivers are requested to carry out the following actions and Duty Officers are asked to advise clients when taking a new journey booking;

1. Advise DO at any time prior to journey if you have any Covid symptoms
2. On day before journey when the driver rings the client should tell the driver if your health position on COVID has changed in any way.
3. On leaving home ensure you follow Government Guidance on Covid hygiene.
4. During vehicle journeys the wearing of masks is recommended.
5. On entering and leaving the medical facility; use a hand sanitizer.