



26th March 2020

HEALTH & SAFETY MEASURES

AT AL-MARYAM DURING COVID-19:

Covid-19 is a new virus attack for which the UK government has gone highly sensitive. In most parts of the world, especially in the EU countries, it has created a dreadful situation killing 100s of vulnerable people daily.

The UK government has also issued detailed precautionary measures to deal with Covid-19 on 23rd March 2020 and warned that this Coronavirus can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

We, here at AL-MARYAM, would strictly follow the government instructions with immediate effect. Most of our visitors, coffee-tea takers and persons coming in the birthday / party gatherings are aged people and they are more likely to be affected by this new Covid-19 wave.

**SO FROM TODAY TILL FURTHER THE WINCHESTER HALLS
WOULD REMAIN CLOSED FOR ALL TYPES OF ACTIVITIES WHICH
MAY INVOLVE GATHERING**

The officers, staff and the volunteers are also equally important for our organisation so we are more concerned for their health and safety at all occasions. Some of the possible hazards are summarized below but it is not the exhaustive list. Any odd situation can develop anytime so the controls mentioned below, as suggested by the Health & Safety people, should be adhered to strictly, whole-heartedly and religiously.

The Possible hazards:

Spread of Covid-19 [Coronavirus] Itself,
severe cough, short breathing, high temperature etc

Who could be harmed	Controls Already put in Place but require strict follow-up		
Staff & Volunteers	Hand Washing <ul style="list-style-type: none"> • Hand washing facilities with soap and water are in place – rub hands vigorously. • Stringent hand washing should take place. 		

<p>Visitors to our premises</p>	<ul style="list-style-type: none"> • For details do read / see hand washing guidance on media, NHS website and WHO guidelines.
<p>Cleaners Drivers</p>	<ul style="list-style-type: none"> • For drying of hands, the electric hand-dryer is already installed there near TOILETS – do use it frequently.
<p>Vulnerable groups</p>	<ul style="list-style-type: none"> • You can dry your hands with disposable paper towels which are abundantly there in each toilet. • Staff & volunteers both are encouraged to protect the skin by applying emollient cream regularly; light green bottle is there. • Sanitisers are available in common area to be used invariably when one wouldn't find time to go to washing facilities.
<p>–Too-old, Pregnant workers, disabled, handicapped or those with existing health conditions & illness</p>	<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in kitchen, hall & common room areas such as door handles & light switches. Appropriate cleaning products and disinfectants are always there.</p>
<p>Others who physically come in contact with us or our staff in relation to our service to the community</p>	<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in the hall, kitchen and common room - comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Printed adhesive-labels are pasted in the whole hall where the public may come occasionally. All the staff and Volunteers are required to adopt this principle for themselves and also guide the visitors to take care of it.</p> <p>You can use Tele-calls to each other within the premises instead of face to face meetings.</p> <p>Social distancing also to be adhered to in corridors and areas outside at the doors.</p> <p><u>Wearing of Gloves</u> Even our Risk Assessment doesn't identify BUT all staff & Volunteers should invariably wear gloves as a precautionary requirement within AL-MARYAM premises. Adequate supply of blue or vinyl gloves are being ensured. Remove your gloves carefully to reduce contamination and dispose them of safely.</p>
<p>RPE</p>	<p>RPEs can also be arranged if some staff or volunteer wants to go more careful. However, disposable masks are sufficiently available in the common room.</p>
<p>PLEASE BE SURE</p>	<p>that the masks and gloves are only for staff members and the volunteers and NOT FOR THE VISITING COMMUNITY.</p>
<p></p>	<p>However, the masks & gloves can be offered to respectable guests like Council Officers,</p>

visiting Cllrs or members of other senior charities - if they need so.

Special care is to be taken of the DRIVERS who would manage our deliveries OR who brings grocery stuff and cooked meals for our give-away programs.

Symptoms of Covid-19

If anyone from our staff or our volunteer becomes unwell with a new continuous cough or a high temperature during presence in AL-MARYAM premises he / she will be immediately taken to his / her home by his other fellow colleague on work and advised to follow the stay at home guidance.

The other seniors will be told immediately who would keep regular contact with the affectee.

Other colleagues will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Keep yourself informed by a click at the following whenever get time:

<https://www.publichealth.hscni.net/>

Special care be taken of **Mentally retarded** visitors, if any, and offer immediate attention and support to them.

Action by whom?

By ALL Staff and the volunteers; WHOSOEVER will be senior, he/she will act as Officer In charge.

Action by when?

The Covid-19 attack on any person requires immediate action. The on-going activity will be immediately stopped and doors of the premises will be made shut. After dispatching the affectee home – all the premises will be washed / cleaned and thoroughly disinfected afresh.

The same exercise will be done if some visitor or community member is attacked by the Coronavirus within AL-MARYAM premises.

Additional Controls / Special Notes:

- All the staff members and volunteers are reminded to **wash their hands for 20 seconds with water and soap** and think of proper drying under electric dryer or with disposable towels.
- Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are made available throughout the premises in abundance.

- Encourage staff to report any problems and carry out skin checks as part of a skin surveillance program: <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>
- To help reduce the spread of Coronavirus reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Additional posters, leaflets and other materials will be made available for display / read; send message at 07737 471959 or at almaryamuk@gmail.com
- The most senior person amongst staff will remind others on each session / event about importance of social distancing both within the premises and outside space.
- The most senior person amongst staff will make sure on each session / event that the other staff and volunteers have to wear gloves when in the hall and should make good hand washing when they leave the hall.
- To minimize the risk of transmission of COVID-19 during face-fit masks testing the following additional measures are to be carried out –
 - Both the fit tester and those being fit tested should wash their hands before and after the test.
 - Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipes.
 - Test face mask that cannot be adequately disinfected (e.g. disposable half masks) will not be used by more than one individual in AL-MARYAM Halls.
 - Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure.
- Placing messages at 07737 471959 or at almaryamuk@gmail.com should be made as routine after adequate intervals for reassurance and support in a fast changing situation.
- **AL-MARYAM** stands committed to offer support to staff, volunteers and community members who are affected by Coronavirus or has a family member affected during our days of operation – keep our contacts handy.