

Enforcement of local restrictions, including lockdown – key steps

The purpose of this document is to provide guidance when local restrictions are implemented outside of Government guidance to restrict the spread of coronavirus.

If you believe that your service is subject to local restrictions then please contact your Service Lead / Regional Manager who will confirm this position with the Covid19 team. Alternatively you may well be informed that your service is subject to local restrictions and you should follow the direction provided.

Your Service Lead / Regional Manager will be responsible with the Covid 19 team to confirm the local restrictions through contacting your local authority / public health office.

Once you have had confirmation that you are subject to local restrictions you should take the following action:

DRA

1. Update the DRA as soon as possible to confirm;
 - a. Site in local restriction (*new feature active as of 10th August*)
 - b. All information, particularly PPE RAG-rating and numbers is up to date
2. Once your submission has been made contact your regional manager / service lead as soon as possible so your entry can be approved and appear on the dashboard.
3. Keep the DRA updated daily to ensure all information is accurate.

Brief your service lead / regional manager and your team

1. Ensure you contact your manager and provide a full briefing on the current position and any risks you perceive over the coming period. Agree what actions you will need to take with your staff team and service users * Please record your findings/actions on the COVID19 Appendix document*
2. Ensure you are clear on the guidance provided by your relevant Local Authority. This [link](#) will provide details on the lists of areas with local restrictions and information about what you can and can't do within these areas.
3. Brief you staff team and service users such that they understand and can implement your agreed actions above.

Policy and procedure

1. Ensure you and the team at site have re-read and understand the following policy positions on the [Resource hub](#).
2. Ensure key service-user health documentation is up to date where necessary including Hospital passports and DNAR (if appropriate).
- 3. Implement no visitor policy with immediate effect.**
4. Follow local COVID testing guidance. Be prepared to implement/ increase testing and have consent and capacity information ready.

PPE

1. Ensure you are clear on the location and contact details of your relevant drop-site. If your drop-site is within the lockdown area and you need additional supplies then contact clive.hevey@caretech-uk.com
2. Ensure you remain clear on PPE stock in terms of;
 - a. Daily usage
 - b. Currently onsite stock
 - c. Anticipated need over the next fortnight

If you have any questions contact your line manager, or email covid19@caretech-uk.com / call 0161 507 3555